



Employment Opportunity
Butler County Educational Service Center
June 10, 2024

POSITION: Transportation Dispatcher – Fairfield City School District

GENERAL DESCRIPTION:

This employee serves as a dispatcher in the transportation department. The person is responsible for the routine functions of the assigned position.

QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be competent in English composition including proficiency in vocabulary and spelling.
- Must be able to organize and direct the work of others, if required.
- Must have a general knowledge of organization, functions of staff members and lines of authority.
- Must have good knowledge of the use of computer software, including routing software and related equipment.
- Must have good knowledge of such procedures as budget preparation, maintenance of personnel records, and requisitioning of supplies.
- Must be able to maintain good public relations with adults and students.
- History of good job attendance.
- Must pass criminal background checks and be free from communicable disease.

ESSENTIAL FUNCTIONS:

- Serves as support to the assigned administrator. Exercises independent judgment on matters that will relieve the administrator of routine functions.
- Handle mail, receives visitors, dispenses information, types reports, correspondence, instructions and bulletins.
- Conducts telephone business, schedules appointments and arranges meetings.
- Assists in preparation of bus and chauffeur routes each school day.
- Adjusts routes, vehicles and stops to accommodate starting times, overcrowding, babysitter request forms, special education requirements and efficient use of district vehicles.

- Maintains various office records on pupils or employees, prepares payroll timesheets, monthly reports and other related tasks.
- May coordinate the work of other clerical personnel in the office.
- Maintains a sensitivity to the needs of students, staff personnel and the general public.
- Maintains a good working relationship with students and staff, both professional and operational.
- Maintains a thorough knowledge of the organization, function, policies, regulations and procedures of the Board of Education and the department to which assigned.
- Must adhere to all Board of Education policies, regulations and procedures.
- To report the presence of unauthorized or atypical visitors.

OTHER DUTIES AND FUNCTIONS:

- The essential functions listed in this job description reflect the general duties and principal functions of the job but are not a detailed description of all the duties which may be inherent in the job.
- To serve as a role model for educators and students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- To help instill in the students and staff the belief in and practice of ethical principles and democratic values.
- Shall perform such other duties as the Governing Board may assign/determine.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: Board policies and procedures.

Ability to: Interpret policy, rules and regulations; compile and prepare required reports; communicate effectively orally and in writing. Work successfully in a culturally diverse environment.

Skill in: Use of computer and office equipment.

EQUIPMENT OPERATED:

Computer, copier and other customary office equipment

ADDITIONAL WORKING CONDITIONS:

Occasional: Exposure to unruly children/adults, traffic, blood, bodily fluids and tissue.

Periodic: Exposure to inclement weather driving conditions and severe weather.

TERMS OF EMPLOYMENT:

Salary and work year as established by the Governing Board. The employee shall remain free of any alcohol or non - prescribed controlled substance use in the workplace throughout his/her employment in the District.

EVALUATION:

Performance of this position will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

STARTING DATE: August 2024
SALARY: Based upon education and experience
BENEFITS: Excellent benefits for all full-time employees
WORK YEAR: Full Time – 236 Days
DEADLINE: *Until Filled*
APPLY TO: Apply by clicking here: [Application](#)

The Butler County Educational Service Center is an equal opportunity employer. Applications will be accepted without regard to age, race, handicap, color, sex or national origin. The regulations of Title VI, VII (Civil Rights Acts of 1984), Equal Pay act of 1963, Americans With Disabilities Act, Title IX, and the Drug-free Schools and Communities Act of 1989 are followed. (If you need an accommodation to interview, contact Human Resources by the deadline.