

Job Description

BOARD OF EDUCATION DENVER

TITLE: Transportation Dispatcher

QUALIFICATIONS:

1. Operation of a two-way radio and standard office machines.
2. CDL preferred but not required.
3. Strong interpersonal and communication skills, including analyze a situation accurately and adopt an effective course of action. Also demonstrate professional telephone techniques and etiquette.
4. Requires the use of hands for simple grasping and fine manipulations. Also requires bending, squatting, crawling, climbing, reaching and the ability to lift carry, push or pull medium weights, up to 50 pounds.
5. Requires activities involving being around moving machinery, exposure to marked changes in temperature and humidity, and exposure to dust, fumes and gases.

REPORTS TO: Transportation Supervisor

JOB GOAL: Perform dispatching and clerical support duties for assigned department.

PERFORMANCE RESPONSIBILITIES:

- Assures that each scheduled route is appropriately covered by utilizing available relief or substitute drivers/assistants.
- Maintains cordial working relationships with assigned drivers and assistants.
- Demonstrates a comprehensive knowledge of all facets of driver and driver assistant duties as outlined in state and district regulations.
- Demonstrates a comprehensive knowledge of roads and streets in Denver and surrounding areas.
- Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.

- Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
- Performs other duties as assigned.
- Maintain regular attendance.

TERMS OF

EMPLOYMENT: Salary determined by the Board of Education and schedule on an as needed basis.

EVALUATION: Performance of this job will be evaluated as per board policy and state law.

APPROVED: December 14, 2015