



MISSISSINEWA COMMUNITY SCHOOLS Transportation and Maintenance Secretary

Job Description:

To provide support to the Director of Transportation and Maintenance through general office duties, communicating transportation and maintenance needs and assisting with follow up.

Responsibilities:

1. General office duties
 - a. Recordkeeping, copying, communicating with others in the office
 - b. Maintain order in terms of supplies and compiling information
 - c. Provide support to the Business Office
2. Transportation duties
 - a. Communicate with bus drivers regarding routes and students
 - b. Communicate with parents regarding routes
 - c. Communicate with principals and athletic directors regarding events needing buses
 - d. Compile and maintain schedules, supply orders, incident reports, etc.
3. Maintenance duties
 - a. Communicate needs with Director of Transportation and Maintenance
 - b. Schedule custodial substitutes
 - c. Order and maintain supplies
 - d. Assist in bidding process to suppliers

The transportation and maintenance secretary will report to the Director of Transportation and Maintenance as well as the Director of Human Resources.

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)