

USD 261 EDUCATIONAL SUPPORT STAFF  
POSITION DESCRIPTION

POSITION TITLE: **TRANSPORTATION PAYROLL/PUPIL ACCOUNTING CLERK**

SUPERVISOR: Assistant Superintendent of Business and Finance

PAYMENT RATE: According to Educational Support Staff Salary Schedule

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Computer skills.
3. Working knowledge of office equipment.
4. Telephone skills.
5. Maintain current TB testing as required by Health Department regulations (after employment offer is made).

ESSENTIAL FUNCTIONS:

1. Gather and compute transportation hourly time cards and trip sheets for the purpose of accountability within the Transportation Department.
2. Manage and input transportation payroll for the purpose of ensuring the timely distribution of payments.
3. Calculate transportation billings and vehicle maintenance transfers to ensure the continuous smooth operation of the Transportation Department.
4. Maintain vehicle inventory for the purpose of maintaining accountability of the district's assets.
5. Manage vehicle insurance claims to provide the proper information to the insurance companies.
6. Tabulate school data for annual SO66 Report for the purpose of maintaining current data of students receiving services within the district.
7. Facilitate August "Mail-In Enrollment" for the purpose of providing the community with the most current information about enrollment requirements for the following year.
8. Maintain a high level of confidentiality regarding student and staff information in order to remain in compliance with legal requirements and to maintain a professional work environment.
9. Perform other duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

PHYSICAL REQUIREMENTS/ENVIRONMENTAL CONDITIONS:

Physical and emotional ability and dexterity to perform required work and move about as needed in a fast-pace, high-intensive work environment.

**TERMS OF EMPLOYMENT:**

At will

**PERFORMANCE REVIEW:**

Performance effectiveness evaluated in accordance with Kansas Statutes and Board of Education Policy.

**APPROVED:** 07/21/2008