



Pickens County Board of Education Job Descriptions

TRANSPORTATION RECEPTIONIST

TITLE/POSITION

RETIREMENT: Teacher Retirement System of Georgia

TERMS OF EMPLOYMENT: 190 Days

REPORTS TO: Director of Transportation

QUALIFICATIONS: 1. High School Diploma or GED
2. Proficient in Microsoft Word, Excel, and Internet.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of the Board's Policy on evaluation.

RESPONSIBILITIES:

- Receives and routes incoming calls.
- Receives parents and visitors in a professional manner.
- Communicates efficiently and follows proper etiquette on two- way radio.
- Performs clerical duties.
- Keeps efficient and updated files for assessment purposes.
- Assists in keeping materials and supplies organized.
- Handles telephone calls briefly as possible in a courteous, professional manner. Personal calls should be kept to a minimum.
- Assists with sick, personal, vacation, and professional leave records for transportation employees.
- Coordinates all department t field trips.
- Schedules substitute drivers.
- Participates in required in-service training.
- Cooperates with others and helps to make the office a pleasant place to work.
- Follows federal and state laws, as well as school board policies.
- Perform other duties as assigned.