

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** TRANSPORTATION SUPPORT  
**TITLE:** TRANSPORTATION TRIP COORDINATOR  
**CALENDAR:** [TRANSPORTATION TRIP COORDINATOR](#)  
**SALARY:** [GRADE 12](#)

### **Job Goal:**

Coordinate and maintain all aspects of the student trip program

### **Minimum Qualifications:**

- High school diploma or equivalent
- Satisfactory criminal background check
- Ability to type accurately at an acceptable rate of speed, file and operate standard business equipment, including computer
- Ability to work with various groups, teachers, administrators, students.
- Good knowledge of computer programs including word processing, presentation, spreadsheets, data base programs and programs specific to transportation
- Good communication and human relation skills
- Strong organizational skills
- Good computational skills
- Vision and hearing adequate to exercise job responsibilities in a safe manner

### **Core Job Functions:**

- Coordinate and maintain all aspects of the trip program (including scheduling drivers, reviewing trip tickets and billing)
- Perform a variety of accounting and record keeping services related to all trips
- Work in cooperation with the Dispatcher to assure all trips are filled in a complete and timely manner
- Perform a variety of clerical duties including, filing, typing and transcribing correspondence, bulletins, memoranda, and notices, records and reports related to the trip program
- Compile information and prepare a variety of statistical reports as requested and in conformity with State or Federal requirements.
- Be flexible and perform other duties relating to general job function as assigned by supervisor
- Serve as bus driver/attendant when needed
- Perform all duties in a safe and prudent manner as directed
- Follow district policies as outlined

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintaining courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis

- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

**Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.