

WELLESLEY PUBLIC SCHOOLS
Wellesley, MA

Job Description

Title: Transportation Coordinator and Accounting Coordinator

Qualifications:

- Experience in aspects of accounting particularly in a school district, municipality or other governmental entity is preferred.
- Experience in school transportation dispatching is preferred.

- Ability to work in a complex working environment and willing to learn new software programs as needed. MUNIS and online payment system is preferred.
- Demonstrates strong analytical skills.
- High level of professionalism and the ability to maintain confidentiality is required.
- Excellent verbal and written communication skills are required.
- Ability to handle all aspects of this position in a complex working environment using sound judgment is required.
- Ability to prioritize, manage and accurately complete multiple tasks in a fast paced office environment is required.
- Ability to work independently and as part of a team required.
- Ability to work effectively with administrators, parents, school staff and vendors is required.
- Must possess a pleasant attitude and demeanor; relate well to others, have a courteous and helpful manner; enjoy the interaction and problem solving; follow through on the completion of all tasks.

Evaluated by: The Director of Accounting and Business Services

- Job Goal: Responsible for the coordination of the Transportation Department and for

Salary/Benefits: According to the WEA Unit E contract; Accounting Coordinator scale

Performance Responsibilities:

- Analyze phone calls in a timely and professional manner.
- Facilitate driver assignments and assignment changes.
- Track and communicate delays and resolve disputes among drivers, school personnel, parents, private contractors and other stakeholders.
- Communicate, coordinate and followup on transportation incidents including but not limited to vehicle crashes, student and/or driver behavior issues, parent concerns, etc.
- Develop and maintain general knowledge of day-to-day transportation operations

-routing due to weather, construction and traffic; emergency break

hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

Last Updated 2/8/22