



GALION CITY SCHOOL NOTICE OF CLASSIFIED
POSITION OPENING
2024-2025 CONTRACT YEAR

Date of Posting: May 21, 2024
Deadline for Applicants: May 30, 2024

Description of position: Part time Operations Secretary (4 hours per day)

Qualifications:

1. High School Diploma.
2. Satisfactorily pass a BCI background check.
3. Satisfactorily pass an initial FBI background check and subsequent FBI checks every five (5) years.
4. Hold a current Commercial Driver License (CDL) Class A, B, or C with endorsements P (Passenger Vehicle) and S (School Bus), preferred, or the ability to attain such licensing within six months from the hire date.
5. Agreement to maintain annual licensing (CDL) update fulfilling the requirements set forth by ODT.
6. High proficiency with office procedures, typing, computer programs, machines, and oral and written communication.
7. Professional tact, diplomacy, and presentation with administrators, staff, teachers, students, parents, and the community.
8. Demonstrates a sincere desire to aid all students.
9. Good moral character and attendance record.
10. Previous successful secretary or receptionist responsibilities.

Essential Functions:

1. Maintains respect at all times for confidential information.
2. Performs receptionist duties and maintains a pleasant attitude; receives telephone calls, responds appropriately and correctly, and properly disposes of such.
3. Communicates and answers concerns from parents/guardians.
4. Answers questions regarding bus transportation.
5. Answers all incoming calls.
6. Calculating field trip pay forms.
7. Utilizes district transportation software.
8. Obtaining information for end-of-the-year reports.
9. Filling out all bus trip tickets for all athletic trips.
10. Recording and confirming all district field trips.
11. Field trip rotation for contracted drivers.
12. Field trip rotation for substitute drivers.
13. Running reports for entered/withdrawn students.
14. Address reports.
15. Obtaining student information from Final Forms for updating.
16. Entering new student information for bus assigning.
17. Manage withdrawn students.



18. Reports for bus drivers regarding route changes/updates.
19. Drive field trips on an “as needed” basis.
20. Attend all in-services about continuing education for CDL license.
21. Drive regular routes on an “emergency basis” only.
22. Serves as the designee for the Supervisor of Transportation in their absence.
23. Greets and advises substitute drivers for transportation as to their assigned duties
24. Demonstrates the ability to organize tasks to completion.
25. Identifies, analyzes, and solves problems.
26. Seeks to improve personal and organizational performance by measuring and monitoring outcomes.
27. Is open to change and willing to be involved in the change process.

Salary: Per salary schedule as adopted by the Galion City Schools Board of Education

Internal Candidates:

Please send e-mail of interest to:

human.resources@galionschools.org

External Candidates;

Please complete and submit a letter of interest,
classified application (found on our website, www.galionschools.org),

resume and references to:

human.resources@galionschools.org