



Poudre School District

HUMAN RESOURCES DEPARTMENT JOB DESCRIPTION

Job Title: **Activities Scheduler**
Job Family: **Transportation**
Prepared/Revised Date: **February 8, 2016**

FLSA Status: **Non-Exempt**
Pay Range: **TP45H**
Job Code: **50405**

SUMMARY: Responsible for scheduling and billing of all athletic trips and field trips for all schools and departments in the District and outside groups who are authorized to use district vehicles. Assign drivers for activity trips and field trips. Communicate and coordinate with Transportation Department and school staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Description of Job Tasks	Frequency	% of Time
	Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A	On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25%
1. Review and process activity and athletic trip requests, and coordinate with school staff for all bus field trips and schedules according to District and department procedures and guidelines. Create activity and athletic trip schedules, routes, and maintain trip log. Assign drivers and equipment that efficiently minimize the costs to schools, customers and the department. Establish cost estimates and provide specific information regarding trip procedures and guidelines to schools and departments.	D	50%
2. Attend work and arrive in a timely manner.	D	1%
3. Create and assign weekly online schedules for all drivers to bid on and drive field trips.	W	15%
4. Process trip forms and keep accurate yearly trip information including school, activity, total ridership, and mileage, destination, and driver hours for the District accounting office and for annual audits performed by Colorado Department of Education.	W	10%
5. Confirm all trips scheduled for Friday evenings and weekends are accurately scheduled for departures, destinations and return times.	W	5%
6. Prepare and process requisitions, reimbursements, and travel forms for payment of incurred expenses.	M	5%
7. Coordinate timely and accurate data entry, filing, mail distribution, and maintenance of monthly reports.	M	5%
8. Coordinate in-state and out-of-state travel for department staff including travel expenses, lodging, and miscellaneous expenses.	Q	4%
9. May be required to drive school buses as necessary or in emergency situations.	A	1%
10. Perform other duties as assigned.	Ongoing	4%
	TOTAL=	100%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- Three years of related experience required
- Experience in complex scheduling and organizing multiple calendars and schedules strongly preferred
- School bus driving experience preferred



LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire
- Commercial Driver’s License (CDL) Class B with P2 and S endorsement required within 60 days of hire
- First Aid certification required within 60 days of hire
- Must meet District driver insurability requirements
- Pass Department of Transportation (DOT) physical
- Successful completion of the District approved physical strength and agility test is required prior to hire (for CDL purposes)

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Personal computer and keyboarding skills
- Basic math and accounting skills
- Customer service and public relations skills
- Critical thinking and problem solving skills
- Ability to manage multiple tasks with frequent interruptions
- Ability to diffuse and manage volatile and stressful situations
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Knowledge of Colorado Department of Education (CDE), Poudre School District policies, procedures and guidelines for school buses and drivers
- Knowledge of CDE policies and procedures pertaining to state required reporting
- Organizational and time management skills
- Ability to pay attention to details
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact, and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with District approved software packages
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	POSITION TITLE	# of EMPLOYEES
Direct reports:	This job has no direct supervisory responsibilities.	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors, and mental functions described below 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.*



PHYSICAL ACTIVITIES:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands and arms		X		
Climb or balance	X			
Stoop, kneel, crouch, or crawl	X			
Talk				X
Hear				X
Taste	X			
Smell	X			

WEIGHT and FORCE DEMANDS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare				X
Analyze				X
Communicate				X
Copy				X
Coordinate				X
Instruct		X		
Compute			X	
Synthesize			X	
Evaluate				X
Interpersonal Skills				X
Compile				X
Negotiate			X	

WORK ENVIRONMENT:	Amount of Time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts		X		
Work in high, precarious places	X			
Fumes or airborne particles		X		
Toxic or caustic chemicals	X			
Outdoor weather conditions		X		
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X



VISION DEMANDS:	Required
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	