

1. *Responsible for performing a variety of clerical duties such as receiving and directing telephone calls, sort and distribute mail to administration personnel, arrange appointments, operating electronic mail, filing and typing.*
2. *Perform receptionist duties when visiting public enter building for direction to Administration Personnel, Head Start, or Intermediate Unit # 22 Classroom Personnel.*
3. *Maintain current special education transportation data-base on student rosters, bus stops, and routes. Recommend transportation requirements to Business Manager.*
4. *Coordinate requests between I.U. Early Childhood Services, Special Education Director and Liaison for Homeless students for transportation services.*
5. *Prepare information garnered from transportation employees, for e-tran report entered on PDE Website. Responsible for maintaining database for district special education students.*

6. *Prepare yearly contracts for Parent Transported students; obtaining mileage calculations for e-Tran report.*
7. *Make arrangements for State mandated drug testing for drivers twice yearly and set-up appointments for yearly physicals.*
8. *Update folders of transportation employees for State Auditor's bi-annual inspection.*
9. *Coordinate district activity, field trip and Vo-Tech transportation system.*
10. *Check transportation gas usage invoices against receipts garnered from drivers.*
11. *Assist the Business Manager in special projects such as negotiations, compiling data for reports and budget.*
12. *Responsible for assisting in the preparation, analysis, and awarding of bids.*
13. *Assist the Business Manager in the distribution of AFR information to respective agencies such as LECS Comptroller's Office, Bureau of Audit office, Bucks County Technical High School Business Manager, Intermediate Unit # 22 Business Manager, US Bank Corporate Trust Services.*
14. *Prepare and receive communications from and to the business office with government agencies, vendors, individuals and other personnel.*
15. *Record all district revenue received and maintain an accounts receivable system.*
16. *Enter yearly medical information garnered from district nurse into SHARRS website for medical expenditures reimbursement.*
17. *Prepare manual ADM's count from High School and Elementary printed attendance register for comparison with PIMs entry report before submission to State.*
18. *Compose job related correspondence pertinent to position functions and responsibilities.*
19. *Maintain a complete, accurate and up to date accounting system for the Federal Funds.*
20. *Accurately prepare and submit monthly, quarterly & final reports as required for Federal and Grant funds. Submit invoices as needed for grant funds.*
21. *Assist in payroll preparation and benefits administration. Duties included but not limited to are: Transportation time sheets and reports, record all hourly employees in payroll system, add supplementals, run checks & process payroll.*

22. **PIMS-**

- Review all PIMS information for Elementary, Middle and high school one day a week. Meet with Principals to assist with the reporting of Teachers Assignments, Classifications, and Attendance & Percentages of their portion of classroom instruction for each student.
- Review invoices for all Cyber/Charter Schools verifying students are residents of district. Send Residency information to all parents verifying residency.
- Complete and mail 4605 forms and Bucks County Intermediate Unit #22 forms acknowledging or disclaiming students as to whether or not they are residents of the district.

23. **Child Accounting-**

- Print out attendance and enrollment totals and complete and run a monthly report to be printed, faxed and reviewed by the Superintendent and Principal.
- Complete Attendance Register Report.

24. **Homeless/Social Worker**

- Maintain an accurate listing of all students who are homeless. Any changes that are made regarding status must be communicated to Business Manager and Special Education Secretary.
- Review information with districts social worker providing any necessary information.

Registration: For Entire School District

25. **New Student Registration:**

- Review Registration Packet and make sure all necessary documentation is present. Notify Special Education office for all required services.
- Complete form to notify Library, Cafeteria & Main Office of new student information, Grade, Homeroom etc.
- Give copy of schedule to Student and to main office and review and verify that all participating athletes are registered in district prior to participation

26. **Withdraw Students**

- Pull Student File and prepare transfer card, withdraw form, inactivation forms for library & cafeteria. Pull Health records from nurse and record the student leaving & provide the necessary information needed.
- Complete the transfer card with the parent's signature, make copy of student's shot records, and have withdrawn form signed and give to parent to take to new school.
- Check with necessary departments within the district to see if there are no outstanding obligations. Record information in MMS. Update homeroom lists as students enter and withdraw from district.
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27. **Perform other duties that may be assigned by the Business Manager.**

PHYSICAL REQUIREMENTS:

- *Ability to hear with 40 decibel loss maximum*
 - *See with acuity of 20 inches or less and far acuity of at least 20 feet normal depth perception*
 - *Field of vision and accommodation*
 - *Ability to reach above and below the waist*
 - *Ability to walk and use fingers to pick, feel and grasp objects*
 - *Requires both hands for repetitive motion (typing)*
 - *Some bending and twisting of the body required*
 - *Lifts and carries miscellaneous office supplies, equipment and paper weighing no more than 10 lbs.*
 - *Typical office environment with the ability to sit 80% of the workday.*
- Ability to express or exchange ideas by means of written or verbal communication*