

**CUMBERLAND COUNTY SCHOOL DISTRICT
JOB DESCRIPTION**

Job Title: Dispatcher	Reports to: Transportation Director
Job Class Code: 7908	Work Schedule: per salary table
Pay Scale: per salary schedule	Approval Date: June 16, 2016

PERFORMANCE RESPONSIBILITIES

- Operate two-way radio base stations; operate paging system as required; record radio communications as required.
- Communicate with department employees, dispatching to needed locations to respond to routine requests or emergency situations.
- Monitor special equipment as assigned and maintain appropriate records.
- Maintain or assist in maintaining assigned files and records; receive and process information according to established guidelines and procedures.
- Communicate with outside organizations, businesses, government organizations, local police and others as appropriate; communicate with Board members as necessary.
- Communicate with parents, supervisors, school administrators and department employees; receive requests, questions, concerns and suggestions and provide routine information and assistance or route to appropriate personnel.
- Maintain current knowledge of routes and locations to assure timely services and accurate information.
- Perform a variety of clerical support duties as assigned; type correspondence, memos and other items; compile data from clearly defined sources and prepare reports; answer telephone, route calls or messages; prepare and process requisitions; distribute mail.
- Operate standard office machines.
- Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Education: Any combination equivalent to a high school diploma or G.E.D. Certificate or demonstrated progress toward obtaining a G.E.D. as required by Kentucky law.
Certification/Licensure: N/A
Experience: N/A

IMPORTANT NOTES

This document provides descriptive information about the aforementioned Cumberland County School District's position. Work actually performed by incumbents in this position may vary. Although this document may be used for recruiting, staffing, or career planning, the information contained herein should only be used as a guideline or recommendation for the content and qualifications for this position. An individual's ability to meet the qualifications and capabilities described in this document is not a guarantee of employment or promotion. Cumberland County School District reserves the right to make changes to this document as deemed necessary without providing advance written notice. This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.