SOUTHERN EDUCATIONAL SERVICES COOPERATIVE

Position: Clerk

Duties:

Substitute Bus Operator Training Coordinator

- Maintain database and student files to track training progress including but not limited to obtaining Request for Training from the county, updating the Access Database (i.e. paperwork requirements, age, dropped, assigned examiner, certification date, etc.), Certification Forms, preparing files, labels, etc.
- Review all documentation and verify that all requirements for certification are met in coordination w/ students, county secretaries, Trainers, State Transportation Department, State Bus Inspectors et al. (i.e. Physical, Drug/Alcohol Screen, DMV Driver's Record, FBI Background Check, CPR/First Aid, CDL License w/ A & B class and P & S Endorsements, School Bus Operator Certification Test, Classroom Training Verification Form and Behind the Wheel Verification Form).
- Coordinate certification skills test with approved state examiner.
- Be familiar w/ WV Department of Transportation Policy 4336 and/or other policies as applicable.
- Maintain regular and frequent communication w/ county points of contact and assist when necessary (i.e. secretaries, Trainers, Examiners, State Bus Inspectors, the State Department of Transportation Office (i.e. Tommy Young, Vic Gabriel, Sherry Sadler, et al.), etc.)
- Maintain spreadsheet of trainers' and examiners' time sheets and travel forms. Remind Trainers/Examiners about pending due dates, review and approve all payroll submitted by trainers and examiners and submit to Susan Handy at the SESC office in Beckley on a monthly basis.
- Update the following paperwork as necessary: Request for Training, Certification Form, Classroom Training Verification Form, Behind the Wheel Training/Exam Forms, School Bus Driver Physical Performance Test, Trainer/Examiner Timesheets, Pre-Trip Form, etc.
- Assist the SESC's website coordinator w/ the updating of website material related to the School Bus Operator Training Program.
- Be familiar w/ the Federal Motor Carriers Safety Administrators website, specifically as it relates to searching for and verifying National Registry of Certified Medical Examiners.
- Attend meetings with other training program administrators and supervisors as necessary.
- Maintain and update contact lists, databases, e-mail list serves, etc.
- Purchase supplies when necessary.

SmartFindExpress Automated Substitute Calling System Coordinator

- Monitor SFE automated calling system for six counties (i.e. Nicholas, Webster, Braxton, Fayette, Greenbrier and Pocahontas), as well as separate system for extracurricular bus operator trips.
- Troubleshoot all system problems reported by counties. Maintain contact with client services representative to pinpoint and resolve system errors.
- Assist counties with priority lists, absence, classification and location modifications in system.
- Utilize WVEIS to submit requisitions for supplies/services.
- Participate in scheduled Webinars/SFE trainings when applicable.
- Assist the SESC's website coordinator w/ the updating of website material related to the SmartFindExpress Automated Substitute Calling System.

Alternative Certification Program Coordinator

- Enter requisition/PO for each semester for Marshall University.
- Maintain spreadsheet of student courses and cost.
- Each semester, collect and track course registration/enrollment forms and MOU's received from students and disseminate to Erika Riley and Dr. Tina Allen at Marshall University.
- After Marshall University submits invoice to SESC, submit PO for payment to be made to Marshall and then in turn prepare invoices for students, based on number of students in class, cost of course, administrative fees, etc.
- Tract payments by students, and follow-up with students who are in arrears. Communicate w/ students re: projected costs, actual costs/invoices, payments, payment plans, receipt of payment, etc.
- Code and track all payments and forward to fiscal agent.
- Prepare monthly/quarterly reports to be submitted to Chief Administrator, Jason Butcher and Michael Click at Raleigh County Schools. Prepare final report at the end of each fiscal year to close it out.
- Assist the SESC's website coordinator w/ the updating of website material related to the Alternative Certification Program.
- Be knowledgeable about and/or receive training towards the use of the West Virginia Educational Information System (WVEIS).
- Maintain consistent contact w/ Erika Riley and Dr. Tina Allen at Marshall University.
- Purchase supplies when necessary.

21st Century After-School Learning Grants Assistant

- Maintains confidentiality and unquestionable integrity.
- Provides secretarial, bookkeeping and administrative support.
- Process payroll for the SESC 21st CCLS employees.
- Establish and maintain working relationships with 21st CCLC Program employees, regular

day school personnel, community members, and community businesses.

- Learn and utilize new software programs as systems are upgraded, including but not limited to, the development and maintenance of database files spreadsheets and word documents.
- Use excellent keyboarding skills required with good grammatical spelling and punctuation.
- Schedule professional trips and/or in-services.
- Produce reports or process purchase orders using the county accounting system.
- Produce accurate work with frequent interruptions.
- Ensure that effective office procedures are established and maintained.
- Prepare accurate written communications including letters, newsletters and notices.
- Comply with state law and county policies and regulations.
- Prepare 21st CCLC reports from data, which may include but not be limited to, generating spreadsheets, charts, and graphs on the computer as necessary.
- Assist the 21st CCLC Prograr-1 Coordinator with administrative tasks such as:
    - Invoicing
    - Maintaining inventory of supplies and equipment
    - Word processing of grant manuals and other grant communications
    - Collecting and tracking of grant goals and other components through Excel
    - Assisting with compiling surveys and data for grant writing and programming purposes
    - Assisting with monitoring site coordinators, site staff, and students
    - Submitting required reports in a timely manner
    - Collaborating effectively with after-school school staff, regular day school staff, county office personnel, and other stake holders in assisting site programs
    - Attending/conducting training(s) as required
    - Arriving and departing at designated times

Term of Employment: 240 Days

Qualifications:

1. High school diploma required. Bachelor's Degree Preferred.
2. Three years of executive/administrative assistance, special projects/operations management experience or equivalent educational preparation.
3. Criminal background check (both state and federal)
4. Able to work effectively with students, parents, school staff and representatives from school and business communities.
5. Strong oral and written communication skills.
6. Dependability, personal initiative and problem solving skills.
7. Ability to schedule, organize and perform multiple assignments with minimum supervision and focus attention to detail.
8. Ability to work independently, travel and/or work from home if applicable.
9. Demonstrated skills in the use of technology and appropriate software, including all Microsoft Office components, Microsoft Word, Excel, Access and Power Point, graphics, Internet and electronic mail systems. Proficiency in Microsoft Access strongly preferred.
10. Knowledge of budgeting, requisition of supplies, and expense tracking. Experience preferred.
11. Excellent proofreading, spelling, and grammatical skills.
12. Typing at 55 wpm.
13. Exceptional work habits and attendance record.

14. Responsive and frequent communication with county contacts utilizing automated substitute calling system; and with state trainers, examiners and bus inspectors in the bus operator training program.

Employment Relationship:

SESC staff work under the direct supervision of the Chief Administrator. Each employee is "at-will" and subject to termination by the State Board at any time, with or without notice, cause or compensation.

The employment relationship between the SESC and the employee may be terminated by either party.

Salary:

Based on Raleigh County Salary schedule commensurate with educational level and years of experience.

EQUAL EMPLOYMENT OPPORTUNITY:
SESC is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

LOCATION OF POSITION:

Nicholas/Raleigh County

DEADLINE TO APPLY:
Applications must be received by 4:00 p.m, March 6, 2020
Candidates for employment must submit a: 1) SESC application; 2) current resume; 3) official college or university transcripts

Please mail or email applications to:

Mr. Jason Butcher
SESC Chief Administrator
214 N. Kanawha Street
Beckley, WV 25801
jlbutcher@wvesc.org