

PLEASE POST

TO: Salem High School, Salem Junior High School, Buckeye School,
Reilly School, Southeast School, Bus Garage, Cafeteria Area of each
Building, Custodial Room of each building, Maintenance Department,
Office of the Treasurer, OAPSE #215 President, and Office of the
Superintendent

FROM: Office of the Superintendent

DATE: October 23, 2025

POSITION: Transportation Secretary Bus Garage

Transportation Secretary at the Bus Garage as a 12-Month/260-Day Employee
Work hours are 8:00 – 4:30 p.m.
2025-2026 School Year

Please note the requirements of this position include:

1. Assist the Transportation Supervisor in all facets of the operation.
2. Perform all assigned duties with efficiency and courtesy toward all staff, co-workers, vendors, and the public.
3. Take responsibility for Transportation correspondence.
4. Prepare all assigned reports.
5. Schedule extra-curricular trips (athletic and non-athletic).
6. Assist in making requisitions and managing all incoming and outgoing receipts and invoices, assist in keeping inventory records in regards to materials and supplies, and maintain petty cash records and receipts.
7. Maintain Drivers' records per the Ohio Department of Education.
8. Call and arrange for substitute bus drivers when necessary.
9. Assist the Transportation Supervisor in maintaining maintenance files, records, and reports.
10. Follow Board Policy, Administrative Guidelines, and the Negotiated Agreement for the operation of the school building.
11. Preferred to have a Class B CDL License with and P&S Endorsement
12. Perform any other such duties that are asked or required by Ohio Department of Education, the Transportation Supervisor, the Treasurer, or the Superintendent.

MAJOR RESPONSIBILITIES: The Transportation Secretary provides all clerical and secretarial support for the operation of the Transportation Office and must possess a High School diploma, have excellent computer skills including Microsoft Word, Microsoft Excel, Adobe, Google Docs, and the ability and willingness to learn the BusRight Transportation Program (or any program that is in use) to create and maintain school bus routes. Candidate must provide exceptional customer service with the skills to handle incoming and outgoing phone calls. Candidate must also demonstrate and maintain confidences at all times. Candidate should exhibit good health, high moral character and a good attendance record.

All applicants will be subject to skills assessment testing.

The deadline for this position is 3:00 PM on Friday, October 31, 2025

Please contact the Superintendent's Office if you have any questions.

Letters of interest can be emailed to Terri Roberts at robertst@salem.k12.oh.us
or dropped off at the Superintendent's Office.