

**SCHOOL DISTRICT #42
Maple Ridge - Pitt Meadows**

JOB DESCRIPTION

JOB TITLE: Dispatch Coordinator

DATE: February 2010

REVISED: June 2015

PAY GRADE:

LOCATION: District Education Office

SUMMARY: Performs a variety of administrative duties in the Human Resources Office with primary responsibility for the operation of the call-out service. This work is often carried out under severe time constraints and involves last minute rescheduling, advising schools that there is a shortage of replacements and offering suggestions for re-assignment.

DUTIES:

1. Dispatches employees to appropriate assignments in accordance with applicable collective agreement language, qualifications and priority needs. Acts as liaison between schools, employees, and various departments (i.e. Payroll).
2. Provides training and support to all employee groups on access and usage of the automated dispatch system.
3. Maintains schedules and advises directors, principals, and teachers on suitable times for scheduling workshops and meetings involving groups of teachers.
4. Reviews and prepares annual employee handbook.
5. Coordinates and organizes employee orientation(s) and ensures appropriate set up of employees, etc. in a timely manner.
6. Operates computer including selecting, verifying, entering, storing, and processing data. Updates and edits stored information on the database. Selects data for recall and determines desired format of output on printer. Prepares correspondence and maintains general and specific files. Composes correspondence as required.
7. Performs other assigned comparable duties which are within the scope of knowledge, skills and abilities required by the position.

REQUIRED KNOWLEDGE, ABILITY AND SKILLS:

1. Successful completion of Grade 12 with course emphasis on business practices and procedures or equivalent education at a recognized institution.
2. Two (2) years of progressive practical experience in office administration in an educational setting.
3. Ability to operate office equipment such as typewriters, computers and word processing equipment with keyboard skills at 50 net wpm.
4. Demonstrated ability to communicate effectively and harmoniously with staff, students, parents, outside agencies and visitors.
5. Demonstrated ability to work at the level of independence and with the degree of initiative appropriate to the position.

JOINT COMMITTEE MEMBER'S SIGNATURES:

	
	