



Board of Education of the City of St. Louis  
**CAREER OPPORTUNITY**

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<b><i>Position Title:</i></b>	Dispatcher
<b><i>Payroll/Personnel Type:</i></b>	12 Months
<b><i>Reports to:</i></b>	Divisional Director

**Position Summary:**

The position of dispatcher performs work of routine difficulty in receiving and dispatching orders and messages by two-way radio, telephone and/or Cellular Phone; performs related work as required

**Essential Functions:**

- Monitors and coordinates all transmissions in accordance with FCC Guidelines.
- Receives calls and requests for security and/or emergency services and dispatches appropriate assistance.
- Receives and disseminates all critical and incoming information to Security Director and Director of Public Affairs.
- Communicates and coordinates with the Transportation Division relating to all bus problems (i.e., accidents, missing students, disciplinary actions).
- Monitors, records and refers all messages from the St. Louis Public School Hotline.
- Performs routine clerical work (including Microsoft Office – 45 wpm).
- Assists with maintaining attendance records, radio and telephone equipment
- Performs other duties as assigned.

**Experience:**

- Clerical work – 45 WPM
- Training and/or experience as a radio dispatcher
- Knowledge of safety officer duties
- Ability to deploy officers and/or emergency services expediently and efficiently to security risk area
- Communication skills/interpersonal skills
- Ability to work independently in a fast paced environment
- Good judgment / decisiveness
- Demonstrates flexibility in quickly changing situations
- Organizations skills / interpersonal skills
- Lifting, walking

**Education:**

- Graduation from a general or technical high school

**Physical Requirements:**

- Must be physically able to operate a motor vehicle
- Must be able to exert up to 10 pounds of force occasionally, and/or a negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects, including the human body



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- Frequent sitting, standing and walking, which may be required for long periods of time, and may involve climbing stairs. Occasional reaching with hands and arms, stooping, kneeling, crouching and crawling and must be able to pull up to 30 pounds with no assistance
- On occasion may be required to perform stressful and physical activity.

**Working Conditions and Environment:**

- Work is routinely performed in a typical interior/school environment
- Must be able to perform his/her duties in inclement weather conditions.
- May be exposed to or required to handle sensitive and confidential information

**Disclaimer:**

**The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.**

**Review/Approvals:**

_____	_____	_____	_____
Employee	Date	Immediate Supervisor	Date

_____	_____
Human Resources	Date

***In connection with hiring for this position the district shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, sexual orientation, age, disability, veteran status or national origin.***