



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

Position Title:	Dispatcher
Payroll/Personnel Type:	12 Month
Job #:	6510
Reports to:	Divisional Director
Shift Length:	8 Hour Day
Union Eligibility:	Not Eligible

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

Knowledge, Skills, and Abilities:

- Excellent organizational skills with superior attention to detail
- Good computer skills with experience in Microsoft Word, Excel, and Outlook programs
- Mastery of general office equipment use
- Experience working with general public in crowded settings
- Ability to compute and determine basic mathematical problems and functions

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 expeditiously 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



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Education:

- High School Diploma or Equivalent (required)

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
- Light Work usually requires walking or standing to a significant degree

Working Conditions and Environment:

- Work is routinely performed in a typical interior/office environment
- Very limited or no exposure to physical risk

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.



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