

ASSISTANT TRAINING COORDINATOR



Transportation Department

Purpose:

The Assistant Training Coordinator ensures the safety of the District transportation network by training, supporting, and monitoring Bus Drivers.

Definition for use in this Job Description:

“School bus” or “bus” includes any school bus or transportation vehicle within the transportation fleet.

Reports to: Transportation Operations Supervisor, Administrator for Transportation

May Indirectly Report to: Field Coordinator (Training)

Nature & Scope:

The Assistant Training Coordinator performs work of a varied nature under general supervision. The nature of the work requires strict adherence to policies, procedures and regulations. Independent judgment and decision-making is required in matters not having established policies, procedures and regulations. The incumbent does not have supervisory responsibilities, but does assist in operational management and assists in providing leadership and direction to Bus Drivers, Bus Driver Trainers, and Bus Driver Trainees.

Essential Job Functions:

1. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District’s mission.
2. Provides behind-the-wheel training to bus drivers to ensure their mastery of safe driving techniques.
3. Conducts driver performance clinical observations.
4. Provides classroom instruction for licensing in accordance with standards set by Department of Motor Vehicles (DMV), Oregon Department of Education (ODE), and the District.
5. Participates in and helps coordinate the annual Regional and State Safety Exercises and the driver preparation and practice for Safety Exercises.
6. Performs clean bus inspections.
7. Provides training and assistance to drivers seeking to upgrade their skills for larger vehicles.
8. Participates in annual Regional and State Safety Exercises and assists in driver preparation for those exercises.
9. Trains drivers how to conduct biannual emergency evacuations at schools.

10. Assists with accident investigations and administers post-collision retraining.
11. Assists drivers with student management techniques.
12. Maintains confidentiality.
13. Drives scheduled bus routes as necessary.
14. Maintains effective working relationships with other members of the Department as well as other school personnel and community members, including those from diverse cultures or backgrounds or those who speak limited or no English.
15. Complies with all procedures outlined in the *Code of Professional Conduct* and *Annual Notices for Education Practitioners, Teachers, Support Staff, Administrators, Substitutes Handbook*; and the *Beaverton School District Transportation Employees Handbook*; and all other Beaverton School District Policies and Procedures.

The statements contained above reflect general details as necessary to describe the principal functions of this job but should not be considered an all-inclusive listing of work requirements. Individuals may at times perform other duties as assigned which could include work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload.

Required Qualifications:

1. Must be 21 years of age or older.
2. Must possess a high school diploma or equivalent.
3. Must possess and maintain a valid driver's license and a driving record that meets the standards in place by the District.
4. Must possess an Oregon School Bus Driver's Certificate and three years experience as a school Bus Driver.
5. Within 6 months of hire, must be able to attain and maintain an Oregon School Bus Driver's Certificate and an Oregon Class B Commercial Driver's License with Passenger, Air Brake, and School Bus Endorsement.
6. At the point of hire, must be able to attain and maintain an Oregon Behind-the-Wheel Instructor Certification and Oregon CORE Instructor Certification.
7. Must maintain a current and valid First Aid/CPR card.
8. Must obtain and maintain all other necessary certifications and licenses necessary to operate a school bus in the state of Oregon including complying with new regulations that may be enacted subsequent to the first day of employment.
9. Must demonstrate knowledge with computerized record-keeping and spreadsheets.
10. Must be able to read, understand and follow multi-step written and verbal instructions in English.
11. Must demonstrate strong communication skills, coaching skills, and the ability to deliver training in front of large of groups.
12. Must demonstrate the ability to adhere to established safety practices regarding the use of chemicals and equipment.
13. Must be able to read, understand and follow multi-step written and verbal instructions in English.
14. Must be able to comply with District and State regulations as they relate to vehicle safety.
15. Must demonstrate the ability to follow a set routine and must demonstrate the ability to meet deadlines and schedules.

16. Must demonstrate flexibility to changing working environments.
17. Must be able to work with accuracy with attention to detail.
18. Must meet all minimum qualifications for the position of *Bus Driver*.

Working Conditions:

The Assistant Training Coordinator works both indoors and outdoors, and frequently is engaged in work while driving or riding on a bus. The work requires regular moderate physical effort and the occasional lifting of moderately heavy objects with pushing or pulling up to 30 pounds. The incumbent will frequently stand, walk, bend, stoop and kneel in the normal course of their workday and will be exposed to dirt, odors, dust, wetness, exhaust fumes, grease, noisy machinery, vibrations, and toxic agents. Work performed in the field may expose the incumbent to inclement weather and traffic hazards. While driving a bus, the Assistant Training Coordinator will be exposed to the working conditions and hazards outlined in the job description for *Bus Driver*.

Work Year: 260 days

Bargaining Unit: OSEA

FLSA Status: Non-Exempt

Date Approved: March 1, 2017

Date Revised: March 1, 2017

The Beaverton School District recognizes the diversity and worth of all individuals and groups. It is the policy of the Beaverton School District that there will be no discrimination or harassment of individuals or groups based on race, color, religion, gender, sexual orientation, gender identity, gender expression, national origin, marital status, age, veterans status, genetic information or disability in any educational programs, activities or employment.