

SCHOOLDISTRICTOFSARASOTACOUNTY

JOB DESCRIPTION

CDL TRAINING SUPERVISOR

SALARY SCHEDULE: Administrative J

COST CENTER: TRANSPORTATION SERVICES (9030)

QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution, or High School Diploma or equivalent with 3 – 5 years of transportation experience.
- (2) Candidate for this key transportation leadership position must be able to demonstrate to the Director of Transportation the following:
 - a Ability to lead, coordinate trainers and training classes for potential bus driver candidates.
 - b Ability to utilize and develop reports in Excel, Microsoft Word and Access.
 - c Experience with Student Information System.
 - d Strong written and oral communication skills.
 - e Ability to organize and work independently.
- (3) Must be available to teach day/night or weekend classes.
- (4) State certified driver training certification preferred
- (5) Ability to recruit new applicants for bus driver vacancies and train them in a timely fashion.
- (6) Possess a valid state of Florida Commercial Driver's License with Class B endorsement.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess in-depth knowledge of diverse subjects related to pupil transportation. Ability to articulate information to employees and trainees. Demonstrate ability to design and write curriculum and lesson plans. Demonstrated ability to work independently. Demonstrated ability to lead, communicate and work with others to teach basic to advance skills.

REPORTS TO:

Director of Transportation

JOB GOAL

To provide overall coordination, supervision, and direction for the Driver Training Programs to successfully train bus drivers for the District to assure efficient and safe transportation for all students in the District.

SUPERVISES:

Trainers

PERFORMANCE RESPONSIBILITIES:

- * (1) Coordinate and assume responsibility for Transportation training courses.
- * (2) Teach Transportation related training courses on a variety of subjects.
- * (3) Identify needs and coordinate training with Director and Supervisors of Transportation.
- * (4) Lead, communicate and work with others to teach basic to advanced skills.
- * (5) Maintain a flexible schedule to maximize training opportunities for employees.
- * (6) Demonstrate work simplification methods in class and on the road.
- * (7) Ability to recruit new applicants for bus driver vacancies and train them in a timely fashion.
- * (8) Supervise new employee training.

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- * (9) Research needs and provide subject specific mini-workshops to employees needing extra training.
- * (10) Survey employees and solicit input regarding appropriateness and usefulness of information provided in training sessions.
- * (11) Modify training courses as needed.
- * (12) Assume responsibility for course registration and all reporting requirements, including maintenance of all department-based records.
- * (13) Ensure employees receive salary credit / step increases for completed course work.
- * (14) Schedule training and coordinate facility usage for training courses.
- * (15) Identify employees and explore alternative educational delivery systems for those who may not succeed in a traditional educational or training environment.
- * (16) Design new courses as needed.
- * (17) Receive additional training as needed to stay current with CDL Trainer's requirements.
- * (18) Exhibit interest, sense of responsibility and commitment to the Transportation Department.
- * (19) Model and maintain high ethical standards.
- * (20) Adhere to high standards of punctuality, regular attendance and appropriate dress.
- * (21) Keep Director informed of potential problems or unusual events.
- * (22) Respond to inquiries and concerns in a timely manner.
- * (23) Follow all School Board policies, rules and regulations.
- * (24) Exhibit interpersonal skills to work as an effective team member.
- * (25) Demonstrate support for the School District and its goals and priorities.
- * (26) Maintain confidentiality regarding school matters.
- * (27) Sustained focus and attention for extended periods of time.
- * (28) Perform other incidental tasks consistent with the goals and objectives of this position.
- * (29) Every Sarasota County Schools employee has emergency response responsibilities, though not every position will require routine assignments during an emergency event. All employees are subject to recall around the clock for emergency response operations, which may require irregular work hours, work at locations other than the normal work location, and may include duties other than those specified in the employee's official job description. Assignments in support of emergency operations may be extensive in nature, with little advance notice, and may require employees to relocate to emergency sites with physically and operationally challenging conditions.

PHYSICAL REQUIREMENTS:

Light Work: Exerting up to 40 pounds of force occasionally and/or up to 30 pounds of force as frequently as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the District's approved compensation plan. Length of the work year and hours of employment shall be those established by the District.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

*Essential Performance Responsibilities