

HARLEM CONSOLIDATED SCHOOL DISTRICT #122

Job Description

Lead Trainer

Supervisor: Director of Transportation

FLSA Status: Non-Exempt

Employee Group: Transportation

Qualifications:

1. Must be a current Harlem Consolidated School District school bus driver with the properly classified bus driver's license
2. Knowledge of testing requirements to obtain a CDL in Illinois and/or neighboring states
3. Ability to communicate professionally, effectively and thoroughly
4. Previous experience in classroom and behind the wheel training
5. Computer knowledge preferred
6. Ability to work with minimal supervision
7. District hourly rate

Terms of Employment:

- Two (2) hours per day

Responsibilities:

1. Actively support the mission of the school and district.
2. Utilize conscious engagement regarding equity, diversity and inclusion.
3. Represent the Harlem Consolidated School District in a professional manner.

Duties:

1. Responsible for scheduling and assignments of all trainers.
2. Review driver complaints from public to determine any trends. Identify and implement areas that additional training may be needed for transportation personnel.
3. Complete any necessary paperwork needed for new drivers to obtain their CDL including communication with and scheduling with the state the mandated Illinois School Bus Driver Training Curriculum course and any road tests.
4. Keep current with new laws and regulations pertaining to CDL holders and communicate such to drivers.
5. Communicate effectively all necessary requirements for both drivers and bus assistants.
6. Schedule and coordinate all bus evacuation drills.
7. Attend training classes to keep current with best practices and requirements as they relate to your job assignment.
8. Work closely with school administrators in area of Positive Behavior Intervention & Support regarding student behavior management while on the school bus.
9. Communicate professionally and effectively with school personnel, parents, students and general public.
10. Keep current with best practices and requirements as they relate to your job assignment.
11. Perform such other job related duties and assume such other professional responsibilities as your supervisor may from time to time assign or delegate.

The mission of the Harlem Consolidated School District, as a vital part of the community, is to help diverse learners realize their unlimited potential by providing an educational program dedicated to academic excellence and the development of strong character in a safe and respectful learning environment.