



NORTH EAST INDEPENDENT SCHOOL DISTRICT

TRAINER/EVALUATOR

CLOSE DATE: 12/14/2017

RESUME MUST BE SUBMITTED WITH APPLICATION

Location: Broadway Complex
Work Schedule: 260 Days
Work Type: Regular Full-Time
Exempt: No
Salary Range: \$13.77/hr - \$16.80/hr

EDUCATION AND EXPERIENCE:

High School Diploma or Equivalent
Two years of experience driving a school bus

CERTIFICATION:

Instructor Certificate for Non-Violent Crisis Intervention (CPI) and CHAMPS programs

High School Diplomas and college/university degrees must be obtained from an accredited program or university approved by the United States Department of Education and the Texas Education Agency.

PRIMARY PURPOSE SUMMARY:

Trains and evaluates a quality, safety oriented and state certified work force of Regular Route, Coach, Teacher Drivers and Bus Assistants.

ESSENTIAL REQUIREMENTS AND RESPONSIBILITIES:

1. Trains selected employee trainees to level required to obtain Texas Class "B" Commercial Drivers License with Passenger (P) and School Bus (S) Endorsements.
2. Trains individuals as bus drivers to drive routes within North East Independent School District (NEISD), to other school districts, field trips and out of town trips.
3. Trains bus drivers in map reading and left/right sheets (direction sheets), for driving routes.
4. Evaluates Bus Drivers and Assistants to determine if performance meets standards outlined in the Transportation Department Drivers Manual and Texas Department of Public Safety Traffic Laws.
5. Researches, develops lesson plans and conducts formal classes.
6. Performs office duties pertaining to training and evaluating personnel, to include typing, computer operation and filing.
7. Monitors video tapes and digital camera systems - driver/student situations on buses.
8. Trains bus drivers and assistants relative to methodology and techniques concerning the District Transportation Behavior Management Plan and CHAMPS.
9. Administers one on one specificity training to Bus Drivers, Teacher/Coach Drivers and Bus Assistants.
10. Trains Bus Drivers and Assistants regarding the proper use of securement devices, special equipment on special needs buses and the hydraulic lift to include manual operation.
11. Trains Special Needs Drivers and Bus Assistants on the characteristics and needs of Special Education Students, Non-Violent Crisis Intervention (CPI) and CHAMPS.
12. Trains Bus Drivers and Bus Assistants in First Aid/CPR, use of Bio-Environmental Kits and emergency evacuation procedures.
13. Trains employees on the Field of Vision Mirror Grid.
14. Trains employees on the operation of the fire extinguisher and safety requirements when operating the extinguisher.

15. Monitors bus terminal parking lots, school loading/unloading zones, route bus stops and railroad grade crossings for operational procedures and safety.
16. Participates in in-service, employee safety meetings and other administrative functions as required.
17. Prepares and maintains revisions as required to pertinent lesson plans and other training documents and materials and assists in the revision of the Transportation Employee Handbook.
18. Operates bus and other vehicles as needed.
19. Transports students safely to and from school on a daily basis as assigned.
20. Maintains confidentiality of information.
21. Reports to work on time every day.
22. Performs all other tasks and duties as assigned.

QUALIFICATION REQUIREMENTS:

- Successful completion of a pre-employment physical examination to include vision, hearing, alcohol and drug testing and an acceptable driving record documented by a Motor Vehicle Records Check
- Working knowledge of Texas Drivers Handbook, Department of Public Safety/Texas Education Agency School Bus Drivers Training Course (State Certification), North East Independent School District Transportation Department Handbook, District Transportation Discipline Management Plan and National School Transportation Specifications and Procedures, instructor manuals for Non-Violent Crisis Intervention (CPI) and CHAMPS
- Conflict resolution skills
- Adequate clerical skills, strong organizational, written and oral communication skills
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations
- Ability to write reports, business correspondence, and procedure manuals
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, the general public and teachers and coaches who are also trained to drive school buses
- Valid Texas Class "B" Commercial Drivers License with School Bus (S) and Passenger (P) Endorsements, Medical Examiner's Certificate, Texas School Bus Train-the-Trainee Certificate
- Texas Department of Public Safety School Bus Certification

**While all applications will be reviewed, not all applicants will be interviewed.
NORTH EAST INDEPENDENT SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER**

To apply, please visit the following website:

http://www.neisd.net/HR/Applicants/Positions_Available.html

For online application assistance please call (210) 407-0188- 8:00 AM- 4:30 PM Monday - Friday.