

Educational Service Center of Medina County

Job Description

Title: **Regional Pre-Service Bus Training Coordinator**

Reports To: Superintendent

Supervises: Regional On-bus Instructors

FLSA Status: NON-EXEMPT

Qualifications:

- Holds a bachelor's degree or Higher.
- Has driver education experience.
- Possesses bus driving experience (Class B, S & P endorsements).
- Completes documented evidence of a clear criminal record.
- Possesses a valid Ohio driver's license.

Description:

The Regional Pre-Service Instructor is responsible for the training and certifying of all school bus and school van drivers in the assigned region. The Regional Pre-Service Instructor is employed through a contract with the Ohio Department of Education that defines the roles and responsibilities of the position.

Key Functions:

Ethical and Professional Attributes and Behaviors:

1. Implements the Educational Service Center of Medina County's philosophy of "Making yourself indispensable."
2. Cooperates with the philosophy and operational procedures of the local, city, or joint vocational school; nonpublic school; or other contracted agency.
3. Maintains a positive working relationship with personnel from the county and all contracted schools or agencies.
4. Represents the ESCMC and its service schools with professionalism at all times.
5. Demonstrates integrity and ethical behavior at all times.
6. Maintains confidentiality in all job-related discussions and communications.
7. Takes all necessary and reasonable precautions to protect equipment, materials, and facilities.
8. Maintains accurate, complete, and correct records as required by law, district policy, and administrative regulations.
9. Is regular and prompt in attendance.

10. Dresses professionally and appropriately for the position. Exhibits personal habits and behavior that are professional and appropriate for the position.
11. Seeks opportunities to improve skills and grow professionally.
12. Attends and actively participates in all required/assigned training sessions, meetings, and other responsibilities.
13. Responds quickly to directives from the Superintendent.

Pre-Service Program:

1. Teaches advanced training and recertification classes throughout the state.
2. Teaches bus driver and instructor academic classes to cover assigned counties.
3. Teaches advanced classes to experienced bus drivers, supervisors, and on-bus instructors.
4. Teaches recertification classes for required bus drivers.
5. Develops training videos in conjunction with the Ohio Department of Education and the Ohio State Highway Patrol.
6. Develops school bus safety programs.
7. Develops material for bus driver's manual.
8. Conducts in-service sessions for local school districts as available.
9. Prepares all required state and county reports.
10. Facilitates Regional Bus Driver Road-E-O.
11. Attends state meetings in conjunction with the Ohio Department of Education.

Other Duties and Responsibilities:

Performs any and all additional duties and responsibilities as assigned by the Superintendent.

Additional Working Conditions:

1. Potential exposure to blood, bodily fluids, and tissue.
2. Extensive travel.
3. Occasional operation of a vehicle under inclement weather/driving conditions.
4. Occasional overnight stays and weekend work.

Required Training:

1. All online trainings currently required by the ESC.
2. Any and all trainings/professional development mandated by the ESCMC, ODE, USDOE, ODH, ORC, OSHA and/or needed to maintain appropriate certification/licensure for the position held.

Affirmative Action and EEO Policy

It is the policy of the Governing Board of the Educational Service Center of Medina County to ensure equal employment opportunity in accordance with Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), military status, or veteran status is illegal.

The Governing Board and its employees comply with state and federal equal employment laws, rules, regulations and guidelines. Our Affirmative Action and EEO policy statements are disseminated to all employees, various recruitment sources, and are displayed on all applicable job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Governing Board Adopted: July 23, 2012
Revised by Governing Board: November 19, 2018