

# Support Professional Training Supervisor - Transportation

## Position Details

Class Code: 6410

Job Family: Service/Transportation Workers

Classification: Support Professional

Terms of Employment: [Pay Grade 55 on the Support Professional Salary Schedule](#)

FLSA STATUS: NON-EXEMPT

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## Position Summary

Under administrative direction, plans, designs, develops, manages, coordinates, and conducts trainings using a variety of methods, instructional materials, equipment, and techniques to ensure quality control in the Clark County School District Transportation Department.

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## Essential Duties and Responsibilities

The list of Essential Duties and Responsibilities is not exhaustive and may be supplemented.

1. Supervises support professional trainers.
2. Oversees training activities of various job-specific training cadres.
3. Supervises planning/preparation of seminars, conferences, and workshops for individuals and groups.
4. Aligns professional development instruction with industry standards.
5. Designs, develops, and conducts training programs using written materials, multimedia presentations, virtual format, specialized equipment, technical procedures, hands-on demonstrations, and technical software.
6. Researches, explains, and demonstrates principles, methods, and techniques necessary to achieve proficiency in identified activities and services.

7. Develops and implements comprehensive job-related training procedures.
  8. Confers with District administrators, subject matter experts (SMEs), and other District personnel to identify training needs, goals, and best practices.
  9. Conducts on-site visits to determine implementation and effectiveness of training activities; evaluates staff progress.
  10. Develops quality assurance criteria; implements and oversees quality control procedures.
  11. Researches federal, state, and local regulations to develop required training; maintains records to ensure compliance.
  12. Compiles and maintains computer database to track training program participants and report statistical data.
  13. Develops, writes, and maintains department handbooks.
  14. Conducts in-depth evaluations of training results.
  15. May provide input for the department newsletter regarding training.
  16. May provide input to Purchasing Department and vendors regarding training supplies, equipment, and services.
  17. Schedules work assignments and supervises activities of assigned staff.
  18. Provides input for the evaluation of assigned staff.
  19. Monitors and advises department administration, managers, and drivers regarding changes to local, state, and federal rules/regulations pertaining to driving school buses and transporting students.
  20. Liaisons with the Nevada Department of Education (NDOE) to ensure implementation of and compliance with State of Nevada School Bus Driver Training Handbook.
  21. Ensures that all school bus drivers pass and maintain their annual School Bus Driver Certification through NDOE.
  22. Reviews accident/incident reports and problems associated with bus operations, student management, and customer service; makes corresponding training recommendations.
  23. Conforms to safety standards, as prescribed.
  24. Performs other tasks related to the position, as assigned.
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## **Distinguishing Characteristics**

Involves the research, development, implementation, and supervision of training programs, presentations, and materials for support professional personnel.

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## **Knowledge, Skills, and Abilities (Position Expectations)**

1. Knowledge of department methods, supplies, and equipment.
  2. Knowledge of basic computer software applications such as Microsoft Word, Excel, and Access.
  3. Knowledge/experience in adult learning theory and instructional design.
  4. Ability to research and obtain training materials.
  5. Ability to plan, organize, and deliver trainings to individuals and groups.
  6. Ability to interpret written and oral verbal instructions.
  7. Ability to supervise and evaluate employees.
  8. Ability to plan, organize, and prioritize work.
  9. Ability to communicate effectively both verbally and in writing.
  10. Ability to judge when to act independently and when to refer situations to an administrator.
  11. Ability to work cooperatively with employees, students, vendors, and the public.
  12. Ability to create and deliver presentations using software such as Microsoft PowerPoint and Publisher.
  13. Ability to present using a virtual format.
  14. Ability to create lesson plans.
  15. Ability to design, develop, implement, and supervise training procedures, programs, methods, and techniques.
  16. Ability to write reports relating to training evaluations.
  17. Ability to work flexible hours or shifts.
  18. Ability to recognize and report hazards and apply safe work methods.
  19. Possess physical and mental stamina commensurate with the responsibilities of the position.
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## **Position Requirements**

### **Education, Training, and Experience**

1. High school graduation or other equivalent (i.e., General Education Development (GED), foreign equivalency, etc.)
2. Five (5) years of experience managing an employee training program, including one (1) year of demonstrated experience conducting presentations, demonstrations, or trainings in transportation, bus driving, vehicle maintenance, routing and scheduling, etc.; or,

- Five (5) years of experience as an instructor/trainer in transportation, bus driving, vehicle maintenance, routing and scheduling, etc.; or,  
Five (5) years of progressively responsible experience related to transportation, including (1) year of demonstrated experience conducting presentations, demonstrations, or trainings in transportation, bus driving, vehicle maintenance, routing and scheduling, etc.
3. One (1) year of demonstrated experience proficiently working with computer systems and software (i.e., Microsoft Office to include Word, Excel, PowerPoint, Access, and/or Publisher; web-based applications; etc.)
  4. Safe driving record. Must be maintained for the duration of the assignment.

## **Licenses and Certifications**

1. A valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada. License must be maintained for the duration of the assignment.
2. A valid Nevada Class-A commercial driver's license (CDL) with required endorsements that allows applicant/employee to operate a school bus or Class-A commercial vehicle and a State of Nevada Third-party Certification. The selected applicant must obtain the required State of Nevada Third-party certification within five (5) months of hire date. License must be maintained for the duration of the assignment.
3. Copy of current driving history (dated within six (6) months from the date printed) issued by the Department of Motor Vehicles (DMV) at time of application or Qualified Selection Pool (QSP) placement and at time of interview prior to final selection.

Applicants/employees are subject to all aspects of mandatory drug and/or alcohol testing as required by law and District regulations/procedures.

## **Preferred Qualifications**

1. Two (2) years of supervisory experience or four (4) years of experience as a driver instructor.
2. Two (2) years of experience driving a school bus.
3. Experience in conducting formal training programs.
4. Completion of professional training courses and/or seminars related to the position.
5. Experience in developing and delivering virtual trainings.
6. American Red Cross Cardiopulmonary Resuscitation/Automated External Defibrillator (CPR/AED)/First Aid certified instructor.

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## Document(s) Required at Time of Application

1. High school transcript or other equivalent (i.e., GED, foreign equivalency, etc.)
  2. Copy of a valid driver's license that allows the applicant/employee to legally operate a motor vehicle in Nevada.
  3. Copy of a Nevada Class-A CDL with required endorsements that allows applicant/employee to operate a school bus or Class-A commercial vehicle. State of Nevada third-party certification must be obtained within five (5) months of hire date.
  4. Copy of current driving history (dated within six (6) months from the date printed) issued by the DMV.
  5. Specific documented evidence of training and experience to satisfy qualifications.
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## Examples of Assigned Work Areas

Travel to and from District facilities and school computer labs, trade shops, maintenance yards, buses, motor vehicles, work sites, conference rooms, parking lots, garage areas, etc.

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## Work Environment

### Strength

Medium - exert force of 25-50 lbs., occasionally; or 10-25 lbs., constantly.

Grasping/Gripping: Must possess sufficient physical strength and power grasp to properly secure straps when securing special equipment and/or students. Must have sufficient grasp to maintain steering control of a commercial vehicle. (Federal Motor Carrier Safety Regulations 391 – a person shall not drive a commercial motor vehicle with an impairment of a hand or finger which interferes with prehension or power grasping.)

### Physical Demand

Frequent sitting, standing, pushing, pulling, bending, twisting, kneeling, stooping, crouching, reaching, handling, repetitive fine motor activities, talking, and hearing.

Requires sitting for long periods of time. Walking – up to 500 feet at any one occurrence without rest. Climb steps and curbing constantly. Neck Motion – Continuous neck motion and flexion is performed throughout the work shift. Hearing/Vision – Constant looking and listening to identify hazards and/or emergency vehicles far enough in advance to

react. Hearing and speech to communicate in person, via video conference and computers, or over the telephone. Vision: Frequent near and far acuity, depth perception, focal length change, color vision, and peripheral vision. Vision to read printed and online materials, a Video Display Terminal (VDT) screen, or other monitoring devices.

## **Environmental Conditions**

Varies from a climate-controlled office setting to work outdoors with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise levels ranging from moderate to loud for occasional to frequent time periods.

## **Hazards**

Frequent exposure to vehicle fumes and cleaning solvents. Frequent electrical shock hazards. Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

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## **Examples of Equipment/Supplies Used to Perform Tasks**

District-issued/personal vehicles, various motor vehicles, buses, computers, hand trucks, computers, multimedia equipment, flip charts, overhead projectors, liquid crystal display (LCD) panels, ELMO systems, electronic white boards, television/videocassette recorder/digital video recorders (TV/VCR/DVD), video conferencing equipment, microphones, wireless connectivity, telephones, fax machines, laser pointers, etc.

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## **AA/EOE Statement**

The Clark County School District is proud to be an equal opportunity employer. The Clark County School District is committed to providing all applicants and employees equal employment opportunities without regard to race, color, religion, sex, gender identity or expression, sexual orientation, national origin, genetics, disability, age, military status, or other characteristics protected by applicable law. Here at Clark County School District, we are a diverse group of people who honor the differences that drive innovative solutions to meet the needs of our students and employees. We believe that through a culture of inclusivity, we have the power to reflect the community we serve.

## **Job Revision Information**

- Revised: 06/01/23
- Created: 12/14/93