



Pupil Transportation Safety Institute
Moving School Transportation from Safe to Safer!

Job Title: Training Development Program Writing Specialist

Position: Full Time

Reports To: Training & Consultation Services Mgr.

FSLA: Non-Exempt

Date: ____/____/____

OVERVIEW OF PTSI:

PTSI is a 501(c)(3) organization committed to delivering to the school transportation community the highest quality training materials and support to allow its clients to exceed their respective safety missions. We are a leading provider of school transportation training resources to public and/or private organizations. PTSI provides a broad range of safety and management training services to school transportation carriers in New York and other states throughout the U.S.

PTSI's primary areas of service are:

- Consultation services and evaluative studies for school districts and contractors.
- Program development for school districts, contractors and state agencies.
- Training resources for school transportation managers, instructors, drivers, attendants and students.

POSITION SUMMARY:

Product Development:

This position designs, develops and writes PTSI's training products and materials within several programs, which includes mandated courses and refreshers in NYS and across the nation. This will include developing materials in PTSI's chosen online training software (Articulate). In addition, this position is assigned instructor roles as needed to fulfill PTSI and / or client needs and contract obligations.

DMV Programs:

This position is expected to obtain and maintain subject expertise in the New York State Department of Motor Vehicles (DMV) regulations, mandated courses and required refreshers.

SED Programs:

This position is expected to obtain and maintain subject expertise in the New York State Education Department's (SED) regulations, mandated courses and required refreshers.

Online Programs:

This position is expected to obtain and maintain subject expertise in PTSI's online program software, and will develop online training courses, manuals and materials based on client training needs. This position will also be expected to convert existing PTSI programs into PTSI online courses as assigned.

EDUCATION, CERTIFICATION, LICENSE, EXPERIENCE and SKILLS REQUIREMENTS:

Education/Certifications:

- High School Diploma or equivalent
- College degree in any related field (*Preferred, but not required*)
- NYSED Certified School Bus Driver Instructor
- NYDMV Certified 19A Examiner

Product Development, DMV, and SED Program, Online Development Experience: Preferred but not required)

- 5 years' experience in school transportation
- 2 years experience as an SBDI or equivalent
- 2 years experience as 19A CE or equivalent
- School bus driver instructor certification from another state, will be accepted in the place of a NYSED SBDI Certification. This position involves traveling 5+ times per year.

License:

- Hold and maintain a Valid Driver License
- Meet and comply with PTSI's Motor Vehicle Insurance Requirements

Skill Set:

- Effective planning and organizational skills
- Effective time management skills
- Effective communication skills
- Positive customer relations and customer service skills
- Basic computer skills with ability to learn and use computer software as utilized by employer
- Demonstrated courteous, organized phone skills.
- Listening and comprehension skills
- Multicultural sensitivity and awareness skills
- Effective problem-solving, reasoning and creativity skills
- Flexibility, adaptability in managing multiple tasks and setting priorities skills
- Computer-literate performer with software proficiency covering a variety of applications, which include Microsoft Office, Articulate or similar application (Online Program)

ESSENTIAL DUTIES & EXPECTATIONS:

PRODUCT DEVELOPMENT, DMV, AND SED PROGRAM, ONLINE DEVELOPMENT TRAINING PRODUCTS AND MATERIALS DEVELOPMENT: (80) %

- a. Writing training / instructional manuals, lesson plans and materials based on the topics assigned.
- b. Develop and write materials / products which provide a service to the transportation industry such as PSA video scripts, training video scripts, brochures and handouts.

- c. Write articles for trade journals/publications.
- d. Develop, maintain and support the online training program.
- e. Reformat and transfer existing PTSI training materials into online formats for inclusion in the program in all topic areas.
- f. Assess organizational use of online training software, make recommendations for upgrades.
- g. Interact and communicate with clients, instructors, and administration representatives.

Professional Development: (3) %

- a. Cooperate with all professional development opportunities provided by the organization as required to fulfill job duties.

Support Services: (7) %

- a. Provide phone support for clients/customers who contact us with questions related to operating under the Federal and NYSED regulations
- b. Provide in-house support as requested
- c. Perform additional duties as assigned

Presentations/Instructions/Consultations: (10) %

- a. Presentations of workshops at conferences across the country as assigned
- b. Provide instruction for courses as assigned
- c. Act as the consultant on transportation related projects as assigned

DIRECT REPORTS:

- This position reports to the Training & Consultation Manager

REPORTING PROCESS:

- A documented activity/progress report (including budget detail when appropriate) shall be submitted to the immediate supervisor as requested

PERFORMANCE REVIEW PROCESS:

- A performance appraisal shall be conducted quarterly during the first year and at least once annually thereafter by the immediate supervisor

CURRENT OFFICE LOCATION:

- To be assigned

SALARY and BENEFITS:

- Annual starting salary range for this position is \$55,000 to \$70,000 depending on qualifications
- Benefits as per PTSI policy, e.g., health plan, sick leave, paid vacation, paid holiday related days and simple IRA

PROBATIONARY PERIOD:

- One year from the date of employment

