



## Job Description

<b>POSITION:</b>	Community Transit Instructor	<b>SUPERVISOR:</b>	Program Manager
<b>FLSA STATUS:</b>	Hourly, Non- Exempt		

The purpose of this job description is to provide a guide by which you and the management of Washington Vocational Services measure your progress and ability to meet our commitment.

The following should be considered an outline of your responsibilities and duties as an employee of Washington Vocational Services not a detailed description of how all tasks should be completed.

### POSITION SUMMARY

The Community Transit Instructor is responsible for educating, assessing, and assisting customers on the fundamentals of bus training and safety. Responsible for assessing customer's functional ability to use fixed bus routes, maintain accurate case records, timesheets, and all activities spent on travel training. The Community Transit Instructor is responsible for maintaining on-going communication with the Employment Consultant and Program Manager.

### ESSENTIAL FUNCTIONS

- Implement and evaluate tools and assess training needs to determine appropriate instructional techniques for training strategies.
- Determine appropriate instructional techniques for training strategies and determine the need for accommodations.
- Teach fundamentals of bus riding and ensure pedestrian safety.
- Monitor and evaluate customer satisfaction.
- Complete quality reports, initial functional skills assessments and make recommendation for program graduation.
- Maintain on-going communication with the Employment Consultant and Program Manager.

### AREAS OF RESPONSIBILITY

- Establish good working relationship with staff, executive team and community.
- Foster positive communications and relationships with all employees, members of management, vendors, clients and community.
- Keep up to date on industry trends and developments.
- Adhere to company policies and procedures.
- Actively participate in and conduct meetings as requested.

### QUALIFICATIONS

- High School Diploma or equivalent and one year experience or education in provision of services for persons who have disabilities.
- Must have current CPR and First Aid Training.
- Excellent communication skills, both verbal and written.
- Proficient in Microsoft Word and Excel.
- Operate general office machines such as Video Phone, Fax, computer, printer, and telephone.
- Excellent organizational and time management are required.
- Must be able and willing to learn in a formal and informal setting, take direction and be a self starter and self monitoring.



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- Ability to pass Washington State Background check, DSHS background check or others as required by funding source.
- Possess and maintain current Driver's license and retain auto insurance as law requires.

<b>PHYSICAL REQUIREMENTS</b>
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- Involves walking for extended periods of time.
- Frequent standing, sitting, and driving.
- Occasional lifting and carrying up to 25 pounds.

Employees of Washington Vocational Services are expected to maintain a professional image and attitude consistent with Company vision, mission and objectives. Employment with Washington Vocational Services will be in accordance with our "At-Will" policy. This means that just as you may leave your position with the Company at any time the Company may terminate your employment at any time.

This job description should not be considered all-inclusive. The employee understands that the job description is neither complete nor permanent and that it may be modified at any time. This job description does not create a contract of employment it is simply an outline of expected duties for the position.

I acknowledge receipt of this job description.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Name (Printed)

**Washington Vocational Services is an equal employment opportunity.**