

<b>Job Title:</b>	MASTER TRAINER COMMITTEE
<p><b>Job Description:</b> A working group of dedicated and qualified individuals focused on providing content, instruction, and professional insight for trainings held by the Ohio Department of Public Safety, Driver Training Program Office. This by no means constitutes a contract with the Ohio Department of Public Safety. Participation in the department level work group is non-reimbursable as this is a voluntary group.</p>	
<p><b>SCOPE OF WORK FOR MASTER TRAINERS</b></p> <p>Upon written authorization from the Ohio Department of Public Safety and under the guidance and supervision of the State Administrator of Driver Training, Master Trainers will be responsible for the following:</p> <ul style="list-style-type: none"> <li>• Attend and participate in at least three scheduled committee meetings a year, unless excused by the State Administrator</li> <li>• Assist with the development of the Training Manager Course</li> <li>• Assist with conducting the Training Manager Course</li> <li>• Assist with the development of Continuing Education Courses</li> <li>• Assist with conducting Continuing Education Courses</li> <li>• Provide knowledge and expertise on topics/subjects related to driver education and training</li> <li>• Be a resource for Training Manager Candidates and new Training Managers</li> <li>• Allow Training Manager Candidates to shadow the Master Trainer performing their job duties as a Training Manager</li> <li>• Assist with the development of policies and procedures related to Training Manager and Continuing Education Courses</li> <li>• Provide advisory support to the State Administrator of Driver Training</li> <li>• Provide support to licensed instructors and Training Managers in the field</li> <li>• Communicate regularly with the Driver Training Program Office</li> <li>• Provide resources and materials, which may include vehicles, as requested by the State Administrator</li> <li>• Be involved in the review and determination process of potential candidates of the Master Trainer Committee</li> </ul> <p><b>QUALIFICATIONS AND EDUCATION REQUIREMENTS</b></p> <ul style="list-style-type: none"> <li>• Holds a current and valid Training Manager license for 5 years OR 5 years equivalent management experience in leading or facilitating in the field of education/training within the last 10 years <ul style="list-style-type: none"> <li>○ Proof of actual use of the Training Manager endorsement required OR</li> <li>○ Proof of equivalent management experience required</li> </ul> </li> <li>• No violations or pending investigations against Training Manager license</li> <li>• Continually meets good character and reputation</li> <li>• Be an active Training Manager/Instructor in all training topics (classroom, road, range – CDL only)</li> </ul> <p><b>PRE-REQUISITES</b></p> <ul style="list-style-type: none"> <li>• Submit a resume and cover letter with qualifications</li> <li>• Provide letter(s) of recommendation from previous/current employers to the State Administrator to support a minimum of five years of management experience in education/training</li> <li>• Complete an interview with ODPS</li> <li>• Observe the full ODPS Training Manager Course prior to training any topics during a Training Manager Course</li> <li>• Attend a Basic Instructor Course in the respective field</li> <li>• Pass a quiz as provided by the State Administrator of Driver Training with a minimum score of 80%</li> <li>• Have a passing assessment in classroom, road, and range (if applicable) by a Driver Training Representative</li> </ul>	

- Go through a background review (including but not limited to, BBB, social media, parent and/or student feedback, etc.)
- Complete any pre-requisite courses as required for a Training Manager Candidate

**SPECIALIST ADVISORY MEMBERS**

- A person who represents a specialty necessary to support and guide in accordance with the Scope of Work of the Master Trainers
- Specialty fields shall include, but are not limited to, driver training in persons with disabilities, human resources, management, etc. Additional specialty fields may be determined by the Master Trainer Committee.
- Specialist Advisory Members meet the majority of the qualifications required for master trainers and shall provide adequate evidence of expertise and/or experience in their specialty or field of specialization
- Members must meet all pre-requisite requirements of the Master Trainer

**DISQUALIFICATIONS**

- No participation or failure to complete assigned duties as described in the Scope of Work
- No longer holds a valid Training Manager license
- At any time the Master Trainer no longer meets the Qualifications
- At any time the Specialist Advisory Member no longer meets the majority of the Qualifications
- A suspension will occur for any pending investigations against the Training Manager or a school they are associated with until determination from the investigation is made
- Disqualifications applies to all Trainers and Members