

**CAMDEN COUNTY EDUCATIONAL SERVICES COMMISSION
225 WHITE HORSE AVENUE
CLEMENTON, NEW JERSEY 08021
856-784-2100**

JOB DESCRIPTION

TITLE: Travel Trainer

- QUALIFICATIONS:**
1. High School Diploma
 2. Ability to relate well to individuals with disabilities and to work cooperatively with educational professionals and public transportation personnel.
 3. Highly collaborative with ability to follow directions and work with minimal supervision.
 4. Demonstrated organizational, communication and interpersonal skills.
 5. Pass a Criminal History Review under the provisions of P.L. 1986, C116 and proof of U.S. citizenship or legal resident alien status.
 6. Pass a physical examination in accordance with New Jersey statute, administrative code and Board policy.
 7. Such additions and alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Director of Instruction/Special Services Supervisor or his/her designee.

JOB GOAL: To train students to plan and use public transportation leading to safe, independent travel as stated in the IEP.

PERFORMANCE RESPONSIBILITIES:

1. Develops strategies to individualize training based on students' needs in accordance with the IEP.
2. Trains students to develop the following skills:
 - a. Reading and understanding travel schedules and maps.
 - b. Planning and following original itineraries to and from community sites using various modes of public transportation.
 - c. Recognizing and counting coins to determine proper fares.
 - d. Crossing streets and highways safely with and without traffic signals.

- e. Entering and exiting public transportation vehicles safely.
 - f. Observing proper etiquette when traveling.
 - g. Observing environmental conditions when traveling alone and avoiding hazards.
 - h. Communicating effectively to address unanticipated situations.
3. Accompanies students during initial phases of training with fading as independence is achieved; and covertly assessing student performance when traveling alone.
 4. Maintains accurate records of students' progress including photographs of completed phases of training.
 5. Provides parent/guardian training as needed.
 6. Communicates with parent/guardian and CST on progress of training and gains approval for implementing next phase of training.
 7. Provides information to student and parent/guardian on how to obtain reduced fares.
 8. Keeps abreast of changes in all phases of public transportation including procedures, requirements, schedules and routes assuring that the information provided is accurate and current.
 9. Communicates with public transportation providers to resolve transportation conflicts.
 10. Meets with the supervisor, teacher, parent/guardian, CST, etc as needed regarding travel training matters
 11. Serves on transition advisory board as set up by district personnel when applicable.
 12. Performs such other duties as may be prescribed by law or assigned by the Superintendent.

TERMS OF EMPLOYMENT: Employment on an as needed, per case basis. Hourly rate and benefits to be determined by the Board of Directors.

EVALUATION: Performance of this job will be evaluated annually in accordance with provisions of New Jersey statute, administrative code, and Board policy.

Board Approval
Initial: 5/2/2007