

POSITION	Class D Training Specialist
LOCATION	Liberty Campus
GENERAL DESCRIPTION	The Class D Training Specialist supports the Butler Tech Driver Education program by coordinating instructor training, maintaining scheduling operations, and providing administrative and customer service support. This position plays a key role in ensuring consistency in instruction, compliance with Ohio Department of Public Safety (ODPS) requirements, and a positive experience for students, parents, and staff. The Training Specialist works closely with the Class D Coordinator to support program growth, develop instructors, and maintain efficient daily operations across multiple training locations.

Anticipated hours for this position are Monday – Friday 8am – 5pm.

QUALIFICATIONS	• Minimum of high school diploma (Associate or Bachelor degree preferred); • Experience in education, training, transportation, scheduling, and/or administrative support fields preferred; • Experience training or mentoring employees preferred; • Willingness and ability to obtain Ohio Class D Instructor credential if not already held; • Proficient in Microsoft Office Suite or similar software with the ability to learn new/updated systems; • Willingness and ability to work with students and staff as a team member; • Pleasant, enthusiastic personality for face-to-face and telephone-based customer service; • Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, organizational, and relationship building skills; • Valid drivers' license with clean driving record, reliable transportation, and vehicle insurance; • History of strong work record, including good job attendance; and • Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.
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START DATE	As Soon as Feasible
SALARY	\$58,025 with opportunities for annual increases based on performance
BENEFITS	Includes medical, dental, vision, and life insurance; tuition reimbursement; paid holidays and vacation time
WORK YEAR	260 days (12-month calendar); 8 hours/day
DEADLINE	Until Filled
APPLY TO	Butler Tech Careers