

Spec. Code: 4822  
Occ. Area: 13  
Work Area: 069  
Prob. Period: 6 mo.  
Prom. Line: None  
Effective Date: 00/00/00  
Last Action: Rev.

## **MOTORCYCLE SAFETY SPECIALIST**

### Function of Job

Under general supervision from a designated administrator, to assist in coordinating and implementing a motorcycle safety training program, as regulated by the state transportation department.

### Characteristic Duties and Responsibilities

A Motorcycle Safety Specialist typically: -

1. assists with training of regional instructors and range aides.
2. troubleshoots problems with courses, training sites, equipment, etc. on-site or by electronic means.
3. approves adjustments to standardized curriculum; develops curricula and plans course content and methods of instruction.
4. develops teaching aids such as instructional software, multimedia visual aids, and/or study materials.
5. observes and evaluates students' work to determine progress, provides feedback, and makes suggestions for improvement.
6. serves as a public resource for motorcycle safety information (such as safety data, study referrals, or current trends and studies).
7. administers oral, written, and/or performance tests to measure progress and to evaluate training effectiveness.
8. performs a variety of recordkeeping functions (such as processing course paperwork or student registration, statistical data, and timetables for mailings).
9. assists in the preparation of a variety of reports for the state transportation department and university (such as claim reports and contract reporting).
10. responds to and provides factual information to insurance companies, police departments, students, etc.

11. performs other related duties as assigned.

#### Minimum Acceptable Qualifications

#### CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. High school graduation or equivalent
2. Valid Illinois Motorcycle Operator License
3. Current certification as a National Instructor by the Motorcycle Safety Foundation

#### KNOWLEDGE, SKILLS AND ABILITIES (KSAs)

Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

1. English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
2. Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
3. Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
4. Instructing — Teaching others how to do something.
5. Learning Strategies — Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
6. Speaking — Talking to others to convey information effectively.
7. Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
8. Monitoring — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.
9. Reading Comprehension — Understanding written sentences and paragraphs in work related documents.
10. Writing — Communicating effectively in writing as appropriate for the needs of the audience.

11. Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.
12. Oral Expression — The ability to communicate information and ideas in speaking so others will understand.
13. Written Expression — The ability to communicate information and ideas in writing so others will understand.
14. Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.
15. Written Comprehension — The ability to read and understand information and ideas presented in writing.
16. Training and Teaching Others — Identifying the educational needs of others, developing formal educational or training programs or classes, and teaching or instructing others.
17. Guiding, Directing, and Motivating Subordinates — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.