POSITION TITLE: Driver’s Education Instructor
TERM OF EMPLOYMENT: Temporary
DATE: 7/12/2018
DATE OF LAST REVISION: 5/1/2009
FLSA EXEMPTION STATUS: EXEMPT
PAY GRADE:

JOB SUMMARY: UCPS Driver Education Instructor responsible for creation of a safe, positive, learner-centered learning environment while offering thorough instruction aligned with the NCDPI Driver Education Standards and Department of Motor Vehicle expectations. For the purpose/s of developing students’ driving skills and knowledge of driving responsibilities; addressing students’ specific needs; and providing feedback to students, parents and administration regarding student progress, expectations, goals, and activities.

ESSENTIAL JOB FUNCTIONS

1. Provide required classroom instruction to operate a class C motor vehicle, maintain student records and issue documentation according to the NC DPI and/or DMV Driver Education Rules.
2. Use visual aids and technical apparatus pertinent to the program’s curriculum.
3. Advise parents and/or legal guardians of student progress for the purpose of supporting teacher’s expectations, developing methods for improvement and/or reinforcing classroom goals in the home environment.
4. Coordinate driver’s education program (e.g. components, support needs, materials, equipment/supplies, teaching strategies, reserving space, driving range setup, etc.) for the purpose of ensuring the availability of items while meeting District program guidelines.
5. Implement a driving task analysis that includes an introduction to the task of the driver within the highway transportation system with emphasis on risk perception and management and the decision-making process.
6. Oversees District drivers education automobiles (e.g. gasoline, insurance, appropriate breaks, etc.) for the purpose of ensuring District vehicle to be maintained in appropriate order and compliant with established rules and regulation.

DUTIES & RESPONSIBILITIES

List most important duties first

1. Instruct students (e.g. car control, defensive driving strategies, handling emergencies, driving in adverse conditions, auto safety, etc.) for the purpose of developing driving skills and knowledge pertaining to rules of the road.
2. Organization of lessons and preparation to conduct classroom instruction.
3. Maintain a learning environment and management of a class.
4. Complete all required reports for the NC DMV and/or DPI.
5. Manage student behavior for the purpose of providing a safe and an optimal learning environment.
6. Participate in a variety of trainings, meetings, and seminar for the purpose of conveying and/or gathering information required to perform functions.
7. Collaborate with a variety of parties (e.g. with school personnel, parents, various community agencies, etc.) for the purpose of improving the quality of student outcomes, developing solutions and planning curriculum.
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
9. Administer driver examination after students complete all required lessons.
10. Perform other related duties as assigned.
MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

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<tr>
<th>Minimum Qualifications</th>
<th>Desirable Qualification</th>
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<tbody>
<tr>
<td>• Current Driver Education Instructor Certification</td>
<td>• Bachelor’s degree from accredited university</td>
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<tr>
<td>• A minimum of 24 hours per month of Behind the Wheel</td>
<td>• Valid NC teaching certificate with required endorsements or</td>
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<td>instruction is required to maintain a Driver Ed</td>
<td>required training for subject and level assigned</td>
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<td>Instructor Assignment</td>
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<td>• Must be willing to work varied weekday afternoons and</td>
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<td>Saturdays</td>
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<td>• Cluster/school assignments are based on school needs</td>
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<td>• Employees may be re-assigned at the discretion of the</td>
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<td>DE Coordinator</td>
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KNOWLEDGE, SKILLS, AND ABILITIES

JOB KNOWLEDGE
• Knowledge of the classroom curriculum for class C motor vehicles
• Understand how to differentiate teaching strategies to meet the needs of student with different learning abilities.

TYPE OF SKILL AND/OR REQUIRED LICENSING/CERTIFICATION
• Ability to identify and apply current state law and regulations applicable to the ownership and operation of a class C vehicle

WORK COMPLEXITY/INDEPENDENT JUDGEMENT
• Ability to contact first aid resources in the event of an emergency
• Record keeping in compliance
• Ability to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment.

PROBLEM SOLVING
• Analyze issues and create action plans
• Ability to exercise independent judgment and initiative in completing work assignments.

COMMUNICATION/INTERACTIONS
• Ability to communicate effectively both orally and in writing.
• Ability to establish and maintain cooperative working relationships with those contacted in the course of driver education instruction.

CUSTOMER RELATIONSHIPS
• Ability to utilize positive human relations skills with other instructors, students and parents.

PHYSICAL REQUIREMENTS
WORK ENVIRONMENT:
Strength: Sedentary/Medium - Exert force 10-25 lbs., frequently; and up to 10 lbs., constantly; or a negligible amount of force to frequently lift, carry, push, pull or move objects.

Physical Demands: Frequent sitting, standing, walking, pushing, pulling, carrying, reaching, handling, and repetitive fine motor activities. Hearing and speech to communicate in person or over the telephone. Vision: Frequent near acuity and occasional far acuity. Mobility to work in a typical office setting and use standard office equipment. Vision to read printed materials, a VDT screen, or other monitoring devices.
Environmental Conditions: Varies from classrooms to exposure to outside weather conditions with temperatures ranging from mild/moderate to extreme cold/heat. Exposure to noise intensity levels ranging from moderate to loud for occasional to frequent time periods.

Hazards: Furniture, playground/office equipment, communicable diseases, chemicals and fumes (as related to specific assignment), and power/hand-operated equipment and machinery (as related to specific assignment).

*In compliance with Federal Law, Union County Public Schools administers all education programs, employment activities and admissions without discrimination against any person on the basis of sex, race, color, religion, national origin, age or disability.*