



TEACHER – BEHIND THE WHEEL

GENERAL RESPONSIBILITIES

Under the direction of the Coordinator, Health and Physical Education, this lead position is responsible for planning and providing appropriate learning experiences for students in the Driver Education Program; developing, selecting, and modifying instructional plans and materials to meet the needs of all students; and ensuring all safety precautions are taken to protect students, equipment, materials and facilities. Monitor appropriate use and care of equipment, materials and facilities. Maintain appropriate records and follow required procedures and practices.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Act as a liaison between Driver Education Instructors (paraprofessionals) and the coordinator; disseminate pertinent information regarding the program to paraprofessionals.
- Meet and confer with the coordinator after each session to review and plan for future sessions.
- Develop, maintain and distribute a weekly schedule of school site visits to the coordinator.
- Submit monthly and quarterly reports as required for the program.
- Ensure the proper collection and reporting of fees received from students registering in the program at the beginning of each session.
- Ensure that all students participating in the program have a valid Virginia learner's permit.
- Complete random reviews of Temporary Drivers Licenses (TDL) and all other forms associated with Behind the Wheel.
- Create schedules for all sessions including summer school; assist with revising the summer school guide.
- Conduct an annual inventory of all equipment and materials associated with the program; order and distribute equipment as needed.
- Ensure all vehicles have the proper registration, insurance and emergency cards prior to use.
- Assist with vehicle procurement, assignment, and rotation.
- Assist with the acquisition of special equipment to modify a vehicle as needed.
- Maintain maintenance records of vehicles and notify paraprofessionals when vehicles are due for preventive maintenance and other needs.
- Maintain accurate and complete records as required by law, VBCPS policy and administrative regulations.
- Collect and review lesson plans and route sheets from each paraprofessional.
- Review all required paperwork completed by paraprofessionals to ensure accuracy of information.
- Establish a schedule for school site visits.
- Assist the coordinator with interviewing paraprofessionals.
- Observe paraprofessionals and submit feedback to the coordinator for review.
- Assist with the planning and delivery of professional development activities; provide training and instructional assistance to all paraprofessionals.
- Assist with the planning of mandatory meetings for building administrators, department chairs, and paraprofessionals to include summer school.
- Promote and assist with the drivers' education programs such as Partner's for Safe Teen Driving.
- Teach behind the wheel courses as assigned.
- Maintain Schoology driver education group for teachers and paraprofessionals.
- Assist with curriculum development and alignment of classroom and in-car instructional materials.
- Perform related work as required.



KNOWLEDGE, SKILLS AND ABILITIES

Must have a knowledge of VBCPS curriculum and techniques for integrating curriculum and VBCPS policies and effective instructional practices. Must have a thorough understanding of the teaching and learning process. Must have the ability to provide instruction that reflects multiple perspectives and multicultural education; ability to infuse technology into curriculum; ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and community; and an ability to work a flexible schedule. Must have excellent oral and written communication and human relations skills, comprehensive skills, and knowledge in the areas of technology and records management.

EDUCATION AND EXPERIENCE

Must have a Bachelor's Degree in applicable field of education from an accredited college or university. Must have or be eligible for a teacher license from the Virginia Department of Education and have a six-semester hour endorsement in driver education. Minimum of three (3) years' experience driving in cities, on rural roads, and highways.

A comparable amount of training and experience maybe substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid Virginia driver's license

Must have a three-year driving record upon which the Department of Motor Vehicles has taken no corrective action prior to approval for this assignment.

Regular and reliable attendance is an essential function of this positon.