



DRIVERS EDUCATION INSTRUCTOR

GENERAL RESPONSIBILITIES

The position is responsible for working with a team of paraprofessionals teaching behind the wheel driver education. This involves providing instruction in several aspects of the behind the wheel driving experience including, residential and city driving, intersections and right of way rules, lane changing, interstate, parking etc.

ESSENTIAL FUNCTIONS

(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.)

- Confer with the Teacher (Behind the Wheel) in regard to in-car problems and administering final driving tests.
- Road test students and issue a 180-day temporary license.
- Update and prepare paperwork as necessary for student registration.
- Collect registration fees from students registering in the program at the beginning of each session.
- Review new laws and requirements for licensing students.
- Design routes that consist of practicing the skills that are to be achieved each day.
- Design plans for each individual student progress and level of performance.
- Provide all information to the students regarding the process, requirements, and dates for registration,
- Provide copies of the registration schedule to be posted at the assigned school.
- Collect parent permission forms and verify that all signatures have been provided for the parent and student; create a list of parents requesting that the student receive a license upon completion of the course.
- Ensure that the student driver has a valid Virginia learner's permit when operating the vehicle.
- Track the attendance of all students enrolled in each session.
- Document and evaluate each student's performance each day and inform students of their progress; suggest some goals to work on at home with their parent(s).
- Rate each student's individual driving card, making appropriate remarks in the comment section and send progress reports home as needed.
- Maintain all necessary information regarding the student's driving card.
- Move cars to the assigned location at the school
- Check and maintain safety of the road and car you will be using.
- Ensure that each vehicle has a valid inspection sticker and license plates.
- Ensure that all assigned vehicles are scheduled for maintenance checks and that the car is properly maintained i.e., washing the car, cleaning windshields, etc.
- Ensure the proper use of safety restraints by all persons occupying the vehicle.
- Participate in in-service programs as assigned.
- Perform related work as required.

KNOWLEDGE, SKILLS, AND ABILITIES

Ability to read and interpret documents such as safety rules, operating laws pertaining to behind the wheel instruction, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence and maintain a high level of ethical behavior and confidentiality when dealing with student records. Ability to exhibit good reaction time for assisting student drivers in steering or breaking to avoid accidents; ability to understand and follow written and oral instructions; ability to control self and others in stressful situations; must be articulate, alert, and knowledgeable with a strong desire to work with young people; must be good managers and disciplinarians.



EDUCATION AND EXPERIENCE

Required:

High School Diploma or GED.

Ninety-six (96) hours of driver education classroom instruction and Behind the Wheel (BTW) training.

Must have a three-year driving record upon which the Department of Motor Vehicles has taken no corrective action immediately prior to approval as a teaching paraprofessional.

Four (4) years of driving experience.

Preferred:

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

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public using the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Frequent sitting, walking, bending, grasping, fingering, repetitive motion, reaching, and driving. Occasional standing, stooping, crouching, and kneeling. Work involves moderate exposure to unusual elements such as extreme temperatures and hazards such as moving vehicles. Ability to lift up to 20 pounds frequently and up to 50 pounds rarely. Requires timely and regular adherence to established work schedules.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

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

FLSA Status: Non-Exempt	Description: 5/09, 7/20
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