



# **ORANGE COUNTY SCHOOLS**

## **POSITION DESCRIPTION**

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<b>POSITION TITLE</b>	<b>Driver's Education Coordinator</b>
<b>SCHOOL/DEPARTMENT</b>	Secondary Instruction – Curriculum and Instruction
<b>SALARY</b>	Teacher salary schedule plus supplement
<b>FLSA STATUS</b>	Exempt
<b>REPORTS TO</b>	Executive Director for Secondary Instruction/Athletics
<b>SUPERVISES</b>	Driver's Education Programs and Driving Instructors
<b>WORK WEEK SCHEDULE</b>	Monday – Friday
<b>WORK HOURS</b>	40
<b>NUMBER OF MONTHS PER YEAR</b>	12

**POSITION PURPOSE:**

The Driver's Education Coordinator is responsible for all driver's education programs across the school system. The Coordinator is responsible for the overall Driver's Education Program to include, but not be limited to, planning and providing for appropriate learning experiences for students in the program, developing, selecting and modifying instructional plans and materials to meet the needs of all students, ensuring that all safety precautions are taken to protect students, equipment, materials and facilities. This includes performing a variety of supervisory and administrative tasks in guiding the development and implementation of driver's education activity programs for the secondary schools in the school system. S/he monitors the overall effectiveness of the programs, determines the need to add or eliminate activities from programs, ensures that programs are effectively implemented at each school, verifies that all students participating in driver's education have met eligibility requirements, and ensures that all programs are safe for both the participants and the instructors. The Coordinator contributes to the budget development for the division and maintains contracts for extra duty positions driver's education positions in the secondary schools. Additionally, the Driver's Education Coordinator ensures that state mandated Dropout Prevention/Driver License and Lose Control/Lose Your License legislation is implemented and monitored on a district-wide basis.

## **MINIMUM QUALIFICATIONS:**

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Considerable knowledge of the principles, practices, rules and procedures related to driver's education requirement
- Considerable knowledge of the Orange County Schools curriculum and techniques for integrating curriculum
- Considerable knowledge of the facilities, materials and equipment utilized in the driver's education program, special events, and related specialties
- Considerable knowledge of the potential hazards associated with driver's education and student drivers
- Considerable knowledge of the ethical guidelines applicable to the position as outlined by professional organizations and/or federal, state and local laws, rules and regulations
- Considerable knowledge of the current literature, trends, and developments in the field of driver's education programs in the schools
- Considerable knowledge of the principles of supervision, organization and administration
- Skill in training, coaching and counseling program participants
- Ability to provide instruction that reflects multiple perspectives and multicultural education
- Ability to infuse technology into the curriculum
- Ability to work effectively with administrators, colleagues, central office, school based staff, students, parents and the community
- Ability to work a flexible schedule
- Ability to use common office machines and popular computer-driven word processing, spreadsheet and file maintenance programs
- Ability to maintain routine administrative reports and records
- Ability to plan and supervise the activities required to execute the driver's education program
- Ability to effectively express ideas orally and in writing
- Ability to make oral presentations before large groups of people
- Ability to communicate and establish rapport, understanding and confidence with program participants
- Ability to exercise considerable tact and courtesy in frequent contact with the public
- Ability to establish and maintain effective working relationships as necessitated by work assignments
- Ability to serve as an example of ethical and moral behavior regarding conduct and acceptable behaviors

### **EDUCATION, TRAINING, AND EXPERIENCE**

- Bachelor's Degree from an accredited institution in the field of education
- Three (3) to five (5) years of experience driving in cities, on rural roads, and highways
- Three (3) to five (5) years of public school teaching
- Any equivalent combination of training and experience that provides the required knowledge, skills and abilities

## ***CERTIFICATION AND LICENSE REQUIREMENTS***

- Valid NC Certification in Safety and Driver Education (096)
- Valid NC Certification as a public school teacher in a related field
- Must have a three year driving record upon which the NCDMV has taken no corrective action prior to approval for this assignment
- Must possess a valid driver's license issued by the NC Department of Motor Vehicles

## **PREFERRED QUALIFICATIONS:**

- Six (6) semester hour endorsement in driver education
- Previous experience serving as a Driver's Education Administrator or equivalent in a public school system

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Coordinate the Orange County Driver Education Program
2. Oversee the monthly Driver Education Budget and Oversee the Yearly budget with the Executive Director of Secondary Instruction
3. Establish behind the wheel work schedules per driver education teacher
4. Act as a liaison between Drivers Education Instructors (paraprofessionals/contractors) and other individuals
5. Disseminate pertinent information regarding the Drivers Education program to paraprofessionals/contractors
6. Meet and confer with the Instructors to review and plan for future sessions
7. Develop, maintain and distribute a weekly schedule of school site visits
8. Submit monthly and quarterly reports as required for the program
9. Ensure the proper collection and reporting of fees received from students registering in the program at the beginning of each session
10. Ensure that all students participating in the program have a valid NC learner's permit
11. Complete random reviews of Temporary Drivers Licenses and all other forms associated with state mandated Dropout Prevention/Driver's License legislation
12. Publicize classroom dates for students
13. Create schedules for all sessions including summer school
14. Assist with revising the summer school guide
15. Conduct an annual inventory of all equipment and materials associated with the program; order and distribute equipment as needed
16. Ensure that all vehicles have the proper registration, insurance and emergency cards prior to use
17. Assist with vehicle procurement, assignment, and rotation, if applicable
18. Assist with the acquisition of special equipment to modify a vehicle as needed
19. Maintain maintenance records of vehicles and notify paraprofessionals/contractors when vehicles are due for preventive maintenance and other needs
20. Maintain accurate and complete records as required by law, school board policy and administrative regulations
21. Collect and review lesson plans and route sheets from each paraprofessional/contractor
22. Review all required paperwork completed by paraprofessionals/contractors to ensure accuracy of information

23. Observe paraprofessionals/contractors and submit feedback to Executive Director of Secondary Education for review
24. Assist with the planning and delivery of professional development activities; provide training and instructional assistance to all paraprofessionals/contractors
25. Assist with the planning of mandatory meetings for buildings administrators, department chairs, and paraprofessionals/contractors to include summer school
26. Promote and assist with the driver's education programs such as Dropout Prevention/Driver's License legislation
27. Maintain district-wide records for implementing this legislation, monitoring grades and dropout status of secondary students and informing parents of students' status
28. Schedule and conduct reviews of student appeals under the legislation
29. Work with school principals regarding best practices for implementing the programs at each school
30. Monitor and oversee the entire driver education program working in close relationship with our outside contractors as necessary
31. When dealing with outside contractors, provide scheduling of classes and instructors, maintain records and supplies, and monitor payment to contractors
32. Monitor budget expenditures
33. Perform additional duties as assigned by the Executive Director of Secondary Programs/Athletics

<b>WORKING CONDITIONS</b>	
<b>PHYSICAL DEMANDS</b>	Work is considered light physical work requiring the exertion of up to 20 pounds of force.
<b>WORK ENVIRONMENT</b>	Employees in this position are required to work in indoor and outdoor environments, and come into direct contact with OCS staff, students and the public.
<b>ACKNOWLEDGEMENTS</b>	
The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations	
<i>Reviewed by: Employee's Signature</i>	<i>Date</i>
<i>Approval by: Supervisor's Signature</i>	<i>Date</i>
The completed and signed position description shall be maintained at the employee's work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations.	

**DISCLAIMER:** *The above statements are intended to describe the general purpose and responsibilities assigned to this position. They are not intended to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and skills that may be required of the employees assigned to this position. This description may be revised by the supervisor, with HR review and approval, any time.*