

DRIVERS EDUCATION INSTRUCTOR

GENERAL RESPONSIBILITIES

The position is responsible for working as 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 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.)

- 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

High School Diploma; Certificate of Completion: 96 hours of driver education classroom instruction and Behind the Wheel (B-T-W) training.

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

PHYSICAL REQUIREMENTS

Some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, pulling and sitting in the seat of a car for prolonged periods of time.

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 immediately prior to approval as a teaching paraprofessional. Four years of driving experience.

FLSA status: Non-exempt	Description: Rev. 5/09
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