



Job Title: Driver Education Teacher **Wage/Hour Status:** Exempt

Reports To: Director of Student Services **Pay Grade:**

Dept. /School: Assigned Campus(es) **Date Revised:** 09/19/2011

Primary Purpose:

Supervise the driver education program for the school district. Responsible for safe and efficient operations of the vehicles and the district program.

Qualifications:

Education/Certification:

Bachelor's or Master's degree from accredited university
Valid Texas teaching certificate/Driver Education Instructor Certification
Valid Texas driver's license

Special Knowledge/Skills:

Ability to instruct students and manage their behavior
Strong organizational, communication, and interpersonal skills

Experience:

Three years of driver's education teaching, preferred

Major Responsibilities and Duties:

1. Have a working knowledge of the administration, supervision, and instruction for driver education according to the Driver Education classroom and In-Car instruction curriculum guide published by the Texas Education Agency.
2. Report to the high school principal in preparing budgets, supervising program personnel, and providing leadership to the driver education personnel.
3. Be accountable to the high school principal for all funds, policies and procedures.
4. Assist in the acquisition of automobiles, personnel assignments, car care, and program evaluations.
5. Maintain complete records on all students involved in the program (grades, attendance, pay status, etc.)
6. Establish and maintain procedural guides as needed (discipline, attendance, etc.)
7. Develop and coordinate daily lesson plans in conjunction with the classroom and the behind the wheel training. (Written)
8. Provide for and verify the required clock-hours of instruction for each student. (Written)
9. Be knowledgeable of and accurately complete all forms of transfer and completion of instruction for students.
10. Maintain a high quality multiphase Driver Education by projecting positively in the performance and support of the program.
11. Take necessary steps to ensure the success of the program.

12. Be a positive role model for students, support mission of school district.
13. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities.
14. Maintain a professional relationship with colleagues, students, parents, and community members.

Professional Growth:

15. Participate in staff development activities to improve job-related skills.
16. Other duties as assigned.

Supervisory Responsibilities:

Supervise assigned teacher aide(s).

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress. Ability to communicate (verbal and written; and ability to instruct).

NOTE: The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, or skills that may be required.