

DE: Driver Education Coordinator

<u>Reports to:</u>	Assistant Superintendent for Operations
<u>Supervises:</u>	Driver Education Instructors
<u>Term of Employment:</u>	Part-time
<u>Salary:</u>	Negotiated \$28.00/hr.
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

- Qualifications:**
- **Knowledge of and experience with NC Drivers Education preferred**
 - **Administrative experience preferred**

Essential Job Functions:

- Prepares and administers the budget for driver education
- Secures and arranges insurance coverage for all driver education vehicles
- Responsible for keeping current on all regulations and laws pertaining to driver education
- Enforces all regulations of the state pertinent to driver education
- Secures and assigns instructors for before school, after school, and summer driver education instruction
- Schedules all classes and keeps the public informed in a timely manner
- Arranges teaching sites
- Assigns students to contracted instructors
- Coordinates eye examinations
- Keeps accurate records of student drivers
- Arranges for maintenance and care of all driver education vehicles
- Purchases and maintains records of equipment, services, and supplies used in the driver education program
- Observes classroom teaching
- Observes in-the-car instruction
- Keeps contracted employees current on new laws and regulations
- Handles public inquiries
- Handles all aspects of the driver education budget in an appropriate manner, including employee salaries, automobile expenses, supplies and material purchases
- Employs new contracted employees as the need arises, and arranges instructional classes through SDPI and the Department of Motor Vehicles
- Assists non-Moore County Schools' students in accessing appropriate driver education services
- Performs other duties and responsibilities as assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- operate a variety of equipment including computers, copiers, overhead projectors, and data projectors
- operate a motor vehicle
- listen and communicate effectively in order to gather, convey or exchange information, including giving instructions, assignments or directions to subordinates or assistants
- respond appropriately to inquiries or complaints
- use tact and courtesy when working and dealing with community
- read, comprehend, and prepare various kinds of communication and information including emails, correspondence, reports, articles, spreadsheets, staff development plans, educational forms and data
- write using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style
- speak before groups of people with poise, voice control and confidence
- apply principles of logical, critical, creative or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions
- demonstrate and apply common sense understanding to carry out simple instruction and to make simple decisions
- interpret, infer, analyze, synthesize, and evaluate materials, resources, situations and problems to generate options and solutions
- interpret and carry out oral and/or written instructions
- demonstrate continued professional curiosity and growth
- communicate effectively and efficiently in a variety of settings, using appropriate terminology and by telephone and email
- hear, speak, read, record, and explain information, communication, and procedures
- deal fairly with people beyond giving and receiving instructions