

# PUTNAM COUNTY SCHOOL DISTRICT

## Job Description

<b>Job Title:</b>	<b>Teacher, Safety/Driver Education</b>	<b>Job Code: 51049</b>
<b>Job Classification:</b>	<b>07 Regular Classroom Teachers</b>	<b>EEO Line: 29</b>
<b>Job Class Category:</b>	<b>A Instructional Personnel</b>	<b>Job Description Supplement Code: 10</b>
<b>Reports to:</b>	<b>Principal</b>	<b>Salary Locator: Instructional Schedule</b>

### SUMMARY:

The Driver's Education Instructor will develop students' driving skills and knowledge of driving responsibilities through implementing district and state approved curriculum; addressing students' specific needs; providing a safe and optimal learning environment; and providing feedback to students, parents and administration regarding student progress, expectations, goals, and activities.

### QUALIFICATIONS:

- (1) Bachelor's Degree from an accredited educational institution
- (2) Valid State of Florida Educator's Certificate or Statement of Eligibility
- (3) Meet state requirements for endorsement of driver education OR Defensive Driving Certificate
- (4) Valid Driver's Licenses/Evidence of Insurability
- (5) Satisfactory criminal background check
- (6) ESOL Endorsement/Certification preferred

\*Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**KNOWLEDGE, SKILLS, COMPETENCIES AND ABILITIES:** To perform the job successfully, an individual should demonstrate the competencies:

- (1) Ability to read and interpret documents such as policies and procedure manuals. Follow directions and apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
- (2) To perform this job successfully, an individual should have knowledge of current Human Resources leave system and Skyward inventory system (if applicable) or be willing to learn new technology practices.
- (3) Ability to utilize technology in facilitating instruction
- (4) Skills in developing accurate driving habits
- (5) Work under limited supervision
- (6) Willingness to work with others and respond constructively to feed back; work collaboratively with colleagues
- (7) Ability to utilize in-class assessments to shape lessons and drive instruction
- (8) Ability to enforce 100% engagement in a classroom of scholars at all times and utilize behavior management strategies to set and maintain clear expectations
- (9) Proven record of achievement as evidenced by student work, learning and data
- (10) Ability to student curriculum and Common Core Standards for grade levels taught and do the intellectual work needed to deliver instruction at a high level.
- (11) Ability to adjust tasks and schedule to changed priorities

### PERFORMANCE RESPONSIBILITIES:

- (1) Serve as a role model for students, dressing and grooming professionally, demonstrating the importance and relevance of learning, accepting responsibility, and demonstrating pride in the honorable profession of teaching.
- (2) Creates a classroom environment that is conducive to learning and appropriate to the maturity, interest, and abilities of students
- (3) Establish high standards and expectations for all students to accept responsibility for behavior.
- (4) Supervise students and consistently administer rules regarding student behavior.
- (5) Keep accurate records of student attendance and behavior, including any tardiness, and submit to the administration in a timely fashion.
- (6) Collects fees and appropriate documentation for the purpose of obtaining appropriate items to progress in the driver's education program
- (7) Coordinates driver's education program (e.g. components, support needs, materials, equipment/supplies, teaching strategies, reserving space, driving range setup, etc.) for the purpose of ensuring the availability of items while meeting District and/or grant/program guidelines.

- (8) Instructs students (e.g. car control, defensive driving strategies, handling emergencies, driving in adverse conditions, auto safety, etc.) for the purpose of developing driving skills and knowledge pertaining to rules of the road.
- (9) Manages student behavior for the purpose of providing a safe and an optimal learning environment.
- (10) Oversees District drivers education automobiles (e.g. gasoline, insurance, appropriate breaks, etc.) for the purpose of ensuring District vehicle to be maintained in appropriate order and compliant with established rules and regulation.
- (11) Monitor the pacing of instruction and budget class time efficiently by providing clear directions, outlining expectations, and effectively bringing to closure instructional experiences.
- (12) Use effective presentation skills when employing direct instruction, including appropriate vocabulary and examples, clear and legible visuals, and articulate and audible speech.
- (13) Establish a professional rapport with students that earns their respect.
- (14) Provide individual and small-group instruction to adapt the curriculum to the needs of students with varying intellectual and artistic abilities, and to accommodate a variety of instructional activities
- (15) Evaluate each student's performance and growth in knowledge and aesthetic understandings, and prepare progress reports
- (16) Create a stimulating, attractive, organized, functional, healthy, and safe classroom, with proper attention to the visual, acoustic, and thermal environments.
- (17) Complete in a timely fashion all records and reports as required by law and regulation or requested by the administration. Maintain accurate attendance records.
- (18) Work cooperatively with adults assigned to the classroom (e.g., paraprofessionals, student teachers, parents, and volunteers), establishing clear expectations for roles and responsibilities.
- (19) Maintain positive, cooperative, and mutually supportive relationships with the administration, instructional staff, students, parents, and representatives of resource agencies within the community.
- (20) Attend required staff meetings and serve, as appropriate, on staff committees.
- (21) Continue to grow professionally through collaboration with colleagues and professional growth experiences.
- (22) Maintain in safe working condition and safely operate electronic and other equipment needed to carry out job functions and responsibilities.
- (23) Protect confidentiality of records and information gained as part of exercising professional duties and use discretion in sharing such information within legal confines.
- (24) Attends IEP, Section 504, or other related meetings necessary for student assessment and/or compliance with federal and/or state law
- (25) Maintain professional competence through in-service education activities provided by the school and/or in self-selected professional growth activities
- (26) Communicate with parents and school counselors on pupil progress
- (27) Perform any other duties as assigned by Principal(s)

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.

Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the PCSD Board's policy on evaluation of personnel.

**BOARD APPROVAL:**

February 2004

Amended: May 20, 2014