

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Driver & Traffic Safety Education Instructor
Location: NWTC
Reports to: Director of NWTC

Essential Duties and Responsibilities: *Other duties may be assigned.*

1. Demonstrate how to safely operate motor vehicle.
2. Demonstrate how an automobile operates.
3. Demonstrate how to perform safety checks and what to do in case of an emergency.
4. Apply knowledge of classroom instruction behind the wheel of the automobile.
5. Must communicate well with students and work with individuals with a wide range of skills.
6. Maintains accurate and complete student records, and prepares reports on children and activities as required by laws, district policies and regulations.
7. Instruct students in citizenship and core subject matter using current best practices and as specified in state law and administrative regulations and procedures of the school and supervisory union.
8. Maintain school vehicle as required.

Supervisory Responsibilities: Supervises students. Monitors student discipline through an appropriate management program.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below represent the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Education and/or Experience: Bachelor's degree.

Certificates, Licenses, Registrations: Valid Vermont Teaching License with appropriate teaching and in-vehicle instruction endorsement. Valid Driver's license with no driving record.

Language Skills: Ability to read, analyzes, and interprets textbooks, periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to write lesson plans, reports, correspondence, and procedures. Ability to effectively present information and respond

to questions from students, parents, staff and the public. Ability to use a variety of assessments for student work.

Mathematical Skills: Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of algebra, and geometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to use a variety of assessments for student work.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on school and supervisory union objectives and the needs and abilities of assigned students. Ability to establish and maintain effective relationships with students, peers and parents; skilled in oral and written communication. Ability to perform duties with awareness of all supervisory union requirements and Board policies.

Physical Demands: *The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is frequently required to stand, walk, sit, kneel, bend, talk or hear. While performing the duties of this job, the employee may occasionally push or lift up to 50 lbs. The employee is directly responsible for safety, well-being, or work output of other people. Specific vision abilities required by the job include close vision such as to read handwritten or typed material, and the ability to adjust focus. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Emotional Demands: The individual must be able to work with others in a collegial and cooperative manner, model best behavior, must show above average interpersonal skills and follow directions of school leadership.

Work Environment: *The work environment characteristics described here represent those employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Date: 7/25/18

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties may be assigned and are performed by the individuals currently holding this position.

