

Hyde County Schools

Driver's Education Instructor

PURPOSE: The Driver Education Instructor is responsible for creation of a safe, positive, learner-centered learning environment while offering thorough instruction aligned with the NCDPI Driver Education Standards and Department of Motor Vehicle expectations.

QUALIFICATIONS:

- Must be at least 21 years of age
- Have a high school diploma or its equivalent
- Be of good moral character
- Not have any moving violations totaling seven or more points in the past three years
- Have at least four years' experience as a licensed driver
- Have no license revocation or suspension within the past four years
- Successfully completed a training course offered via DMV or local community college/university.

DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

- Will provide Behind-the-Wheel Instruction for students that have completed and passed the Online Driver Education Course and have provided required documentation.
- Will maintain accurate records
- Will be responsible for arranging their driving schedule
- Will be expected to display good public relation skills with parents and school personnel
- Reporting vehicle needs and arranging for the vehicle to be serviced and/or inspected.
- Shall have the ability to communicate effectively both orally and in writing
- Shall have the ability to reason and make effective judgments
- Shall have the ability to resolve problem situations
- Shall demonstrate proper phone etiquette
- Shall have minimal computer skills

EVALUATION: Performance of this job will be evaluated no less than annually.

REPORTS TO: Director of Instructional Programs

PHYSICAL REQUIREMENTS

- While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk or hear.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee must occasionally lift and/or move up to 10 pounds. Must be able to perform light work exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or up 20 pounds of force constantly to move objects.

- Must possess the visual acuity to prepare data, work with record processes, and do extensive reading and research.

FSLA Status: Non-Exempt

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to perform this job.