

ANDES CENTRAL SCHOOL DISTRICT

<b>POSITION:</b>	<b>Drivers Education Instructor</b>
<b>REPORTS TO:</b>	Principal or other designee
<b>SCHOOL BOARD APPROVAL DATE:</b>	August 8, 2016
<b>FLSA STATUS:</b>	To Be Determined
<b>TERMS OF EMPLOYMENT:</b>	In accordance with school calendar and board policy
<b>EVALUATION:</b>	In accordance with approved policy
<b>SUPERVISORY RESPONSIBILITIES:</b>	Students

### **SUMMARY:**

This position is responsible for imparting knowledge of defensive driving skills, state driving laws, accident causality and avoidance, and basic traffic courtesy to future drivers.

### **QUALIFICATION/BASIC JOB REQUIREMENTS:**

1. Meet certification requirements as outlined by the State of South Dakota
2. Teaching or employment within the District (preferred but not required)
3. Experience desired (preferred but not required)

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1. Assesses students' skills, knowledge and/or abilities pertaining to driving (e.g. driving skills, related knowledge, progress, expectations, goals, insurance, etc.) for the purpose of providing feedback to students, parents and administration
2. Collaborates with a variety of parties (e.g. with school personnel, parents, various community agencies, etc.) for the purpose of improving the quality of student outcomes, developing solutions and planning.
3. 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.
4. Manages student behavior for the purpose of providing a safe and an optimal learning environment.
5. Oversees District drivers education automobile (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 during the time of instruction.
6. Participates in required trainings to perform functions.
7. Prepares teaching materials, documents a variety of manual and electronic documents, files and records (e.g. grades, attendance, anecdotal records, etc.) for the purpose of implementing lessons, as well as documenting student progress while providing necessary information to appropriate parties.
8. Schedules students' for drivers training for the purpose of providing appropriate time and/or schedule for drivers training.
9. Performs other duties as assigned.

***WORKING ENVIRONMENT: The work environment characteristics described here are representative of those an 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.***

The noise level in the work environment is usually moderate to loud. Duties are performed indoors and occasionally outdoors. The employee must be able to work effectively with a myriad of teachers, administrators, parents, and various outside groups. Some district areas are not climate controlled and are subject to extremes of temperature and humidity.

***PHYSICAL DEMANDS: The physical demands described are representative of 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 regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, climb or balance, stoop, kneel, crouch and crawl. The employee must occasionally push or lift up to 50 pounds such as boxes and AV/ VCR carts. The employee is directly responsible for the safety, well being, or work output of other people. Specific vision abilities required by this 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.

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.