

SALEM-KEIZER PUBLIC SCHOOLS JOB DESCRIPTION

8/81	<u>TEACHER, DRIVER EDUCATION, CLASSROOM</u>	1.4.14.1A
Effective Date	Job Title	Index

1. Primary Function: Coordinates Driver's Education Program at assigned school, and instructs the classroom portion.

2. Responsible to: Coordinator, Special Programs.

3. Assigned Responsibilities:
 - 3.01 Coordinates student activities, including:
 - 3.01.01 Registration.
 - 3.01.02 Assignment to classroom and behind-the-wheel instruction.
 - 3.01.03 Validation and distribution of course completion certificates.
 - 3.02 Instructs the classroom portion of the Driver's Education Program:
 - 3.02.01 Develops teaching course of study in cooperation with immediate supervisor.
 - 3.02.02 Provides minimum of 30 hours of instruction the following District CPI's:
 - 3.02.02.01 Pass written Oregon Driver's examination (2.5.1)
 - 3.02.02.02 Compute miles per gallon of gasoline (1.6.1)
 - 3.03 Coordinates assignment of behind-the-wheel instructors, including:
 - 3.03.01 Assignment of driving time and students.
 - 3.03.02 Completion of payroll and accident reports.
 - 3.03.03 Cooperatively checks equipment for safety and maintenance.
 - 3.04 Assists the Coordinator of Special Programs in both short and long-term planning for Driver's Education Program.

Additional Responsibilities:

 - 3.05
 - 3.06
 - 3.07

4. Minimum Qualifications:
 - 4.01 Oregon Teaching Certificate valid for assignment.
 - 4.02 Valid Oregon Driver's License.
 - 4.03 At least 12 quarter hours of instruction designed to develop teaching competencies in traffic safety education adequate for instructing students to function as responsible individuals when operating automobiles.
 - 4.04 Satisfactory driving record according to standards set by State Department of Education.
 - 4.05 Available to work after school, Saturdays, and during the summer.

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Additional Qualifications:

- 4.06 Desirable qualification: Regular assignment to same school as Driver Education assignment.
- 4.07
- 4.08
- 5. Salary Level: Placement on teacher salary schedule.
- 6. Evaluation: Performance of this job will be evaluated in accordance with provisions of the School Board's policy on Evaluation of Professional Personnel.

Approved by: _____
(supervisor)

Date _____

Received by: _____
(staff member)

Date _____