

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: Driver's Education Instructor**

#### **BASIC FUNCTION:**

Under the direction of the Principal, develops a balanced Driver Education Program involving driver responsibility, attitude, and knowledge of traffic laws to encourage pupils to develop skills and attitudes, draw conclusions and achieve basic knowledge for the beginning driver. Provide instruction in several aspects of the behind the wheel driving experience including, residential and city driving, intersections and right of way rules, lane changing, interstate, parking, etc.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Assists pupils to develop an appreciation of the importance of safe and healthful behavior for the well-being of the individual, family, and society.

Evaluates development of each pupil in course being taught and prepares progress reports.

Road test students and issue a 180-day temporary license.

Update and prepare paperwork as necessary for student registration.

Collect registration fees from students registering in the program at the beginning of each session.

Review new laws and requirements for licensing students.

Design routes that consist of practicing the skills that are to be achieved each day.

Design plans for each individual student progress and level of performance.

Provide all information to the students regarding the process, requirements, and dates for registration.

Provide copies of the registration schedule to be posted at the assigned school.

Collect parent permission forms and verify that all signatures have been provided for the parent and student; create a list of parents requesting that the student receive a license upon completion of the course.

Ensure that the student driver has a valid California learner's permit when operating the vehicle.

Track the attendance of all students enrolled in each session.

Document and evaluate each student's performance each day and inform students of their progress; suggest some goals to work on at home with their parent(s).

Rate each student's individual driving card, making appropriate remarks in the comment section and send progress reports home as needed.

Maintain all necessary information regarding the student's driving card.

Move car to the assigned location at the school.

Check and maintain safety of the road and car you will be using.

Ensure that vehicle has a valid inspection sticker and license plates.

Ensure that the assigned vehicle is scheduled for maintenance checks and that the car is properly maintained i.e., washing the car, cleaning windshields, etc.

Ensure the proper use of safety restraints by all persons occupying the vehicle.

Participate in in-service programs as assigned.

**OTHER DUTIES:**

Perform related work as required.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

New laws and requirements for licensing students.

Providing instruction in several aspects of the behind the wheel driving experience.

**ABILITY TO:**

Ability to read and interpret documents such as safety rules, operating laws pertaining to behind the wheel instruction, operating and maintenance instructions, and procedure manuals.

Ability to write reports and correspondence and maintain a high level of ethical behavior and confidentiality when dealing with student records.

Ability to exhibit good reaction time for assisting student drivers in steering or braking to avoid accidents.

Ability to understand and follow written and oral instructions.

Ability to control self and others in stressful situations; must be articulate, alert, and knowledgeable with a strong desire to work with young people; must be good managers and disciplinarians.

**EDUCATION AND EXPERIENCE:**

Possess necessary certificates for the subject. Two to three years' successful, practical experience in the subject area is desirable.

**LICENSES AND OTHER REQUIREMENTS:**

Minimum age: 21 years.

High School Diploma or equivalent.

California Driver's License of appropriate class.

Driver Instructor Certificate.

Must have a three-year driving record upon which the Department of Motor Vehicles has taken no corrective action immediately prior to approval as a teaching paraprofessional.  
Two years' driving experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Drivers have contact with students and are required to maintain order to ensure the safety of students. Drivers are to remain in a seated position for several hours while instructing in car. Frequent flexible work scheduling. Exposure to inclement weather and the hazards associated with vehicular travel are routine for this position.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk, sit, use hands for fine manipulation, handle or feel and reach with hands and arms. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: December 14, 2023