

TITLE: **DRIVER EDUCATION TEACHER**

QUALIFICATIONS: Valid Illinois Teaching Certificate appropriate for assigned grade level and/or subject area

Freedom from communicable diseases

REPORTS TO: Building Principal

SUPERVISES: Students under direct or indirect control

JOB GOAL: To provide instruction that focuses on the social, emotional, intellectual and physical development of students

PERFORMANCE RESPONSIBILITIES:

In addition to the “Responsibilities of the Classroom Teacher”.

1. Evaluates materials used in drivers’ education.
2. Maintains instructional materials in good, usable condition.
3. Arranges for after-school and Saturday programs if necessary.
4. Arranges and supervises summer drivers education programs if necessary.
5. Maintains all equipment in good working condition.
6. Arranges for all repairs.
7. Completes all inventories.
8. Organizes rotation schedule for the students.
9. Submits a purchase request for drivers’ education.
10. Makes necessary arrangements for students enrolled in the program to earn a Beginning Driver's Permit.
11. Completes rough draft forms for student completion certificates (Blue Slips).
12. Coordinates completion of forms in cases of accidents.
13. Completes all forms and reports pertaining to drivers’ education as requested.
14. Responds to special requests for building and district administrators.
15. Responsible for implementation of all 504 and RTI plans.

STANDARDS:

In addition to the “Standards of the Classroom Teacher”.

PROFESSIONAL RESPONSIBILITIES

- A. Arranges and coordinates programs which take place outside the hours of the regular school day.
- B. Maintains equipment in good working order and informs the appropriate personnel when equipment is malfunctioning or repair is needed.
- C. Completes all forms and reports required by law and administration.

Approved: 11/19/12