

PERSONNEL

COORDINATOR OF DRIVER EDUCATION

Primary Function: To organize and coordinate the district's driver education and driver training program.

Directly Responsible To: Assistant Superintendent

QUALIFICATIONS

1. Education - Appropriate California credential authorizing service in driver education and driver training.
2. Experience - Evidence of successful teaching experience in driver education and driver training.

APPOINTMENT

1. The superintendent shall recommend a candidate to the Board of Trustees for appointment.
2. A candidate shall be selected from a list of qualified applicants selected through the medium of interview and examination procedures established by the superintendent.

OPERATIONAL RESPONSIBILITIES

The superintendent is authorized to develop a job description for the Coordinator of Driver Training that will define specific areas of responsibility.

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The duties of the Coordinator of Driver Training shall include but not be limited to the following:

1. Coordinates teacher schedules in the Driver Training Program to assure that:
 - a. Teacher time is assigned in as equitable a manner as possible among employees at each school.
 - b. The best use is made of available vehicles.
2. Keeps current on information in the field and advises the district administration on program improvements, inservice needs, etc.
3. Coordinates efforts with the district business manager and purchasing agent in acquisition of vehicles and equipment.
4. Coordinate maintenance and safety schedule for vehicles.
5. Prepares a district driver education/training budget each year for administrative review, which includes:
 - a. Working with staff and principal at each school with a program to determine needs of the building driver education classes.
 - b. Determining needs of the driver training program on a district-wide basis.
 - c. Assistance in the coordination of the overall budget.
6. Reviews and recommends all materials to be used in driver education/driver training areas.
7. Provide leadership in the development of the goals and objectives of both driver education and driver training.
8. Serves as liaison with building administrators on all matters related to driver education/driver training.
9. Provides information required on reports to state and local agencies.