



Title:	Driver's Education Coordinator
Reports to:	Assistant Superintendent of HR
Terms of Employment:	N/A
Salary:	Supplement

Duties and Responsibilities:

- Oversee Driver's Education Program
- Schedule Driver's Education classes
- Issue certificates and driver eligibility forms
- Set up eye exams
- Organize and disseminate all permits to instructors
- Complete Payroll and communicate with finance monthly
- Collect 800 forms and time sheets
- Collect data for DPI
- Schedule behind the wheel driving
- Maintain class lists
- Maintain budget
- Keep all Driver's Education records
- Post all Driver's Education information to website
- Order necessary forms and books
- Other duties as assigned by the supervisor