



<b>Title:</b>	<b>Driver Education Instructor</b>
<b>Reports to:</b>	Driver Education Coordinator
<b>Terms of Employment:</b>	N/A
<b>Salary:</b>	NC State Salary Schedule

### **Requirements and Qualifications:**

- To become a Driver Education Instructor, you must attend the 80-hour Basic Driver Education Course.
- Have at least four years' experience as a licensed operator of a motor vehicle.
- Have not been convicted of a felony or convicted of a misdemeanor involving moral turpitude, in the ten years immediately preceding the date of application.
- Have not had a revocation or suspension of his driver license in the five years immediately preceding the date of application.
- Have graduated from high school or hold high school equivalency certificate.
- Not have had any convictions for moving violations totaling five or more points in the three years preceding the date of application.

### **Responsibilities:**

- All Driver Education Teachers will teach classes and drive students (BTW). (Emergency situations will be addressed by the Driver Education Coordinator and the Director of Staff Development)
- Driver Education Teacher will maintain accurate records
- Driver Education Teacher will submit all requested reports accurately and on time to Central Service offices
- Driver Education Teacher will be responsible for textbooks and equipment
- Driver Education Teacher will be responsible for arranging their (BTW) driving schedule
- Driver Education Teacher will be expected to display good public relation skills with parents and commercial school personnel
- Driver Education Teachers will be expected to maintain an open line of communication with other Drivers Education Teachers and the Driver Education Coordinator
- Driver Education Teacher shall have the ability to communicate effectively both orally and in writing

- Driver Education Teacher shall have the ability to reason and make effective judgments
- Driver Education Teacher shall have the ability to resolve problem situations
- Driver Education Teacher shall demonstrate proper phone etiquette
- Driver Education Teacher shall have minimal computer skills
- Driver Education Teacher shall have the ability to compile and summarize information
- Driver Education Teacher shall have the ability to establish and maintain cooperative working relationships with those contacted in the course or driver education instruction