

TITLE

DRIVER EDUCATION DEPARTMENT CHAIRMAN (Secondary Driver Education Classroom Teacher)

MINIMUM QUALIFICATIONS

- A. Credential
General Secondary Credential or Special Secondary Credential in Public Safety and Accident Prevention, or Standard Designated Subjects Credential in Public Safety and Accident Prevention, or Standard Teaching Credential with a major or minor in Driver Education and Driver Training
- B. Education
Bachelor of Arts Degree. Six semester hours of course work in Public Safety and Accident Prevention including Driver Education and Driver Training required with above credentials. If Standard Secondary Credential was first issued after November 13, 1968, nine semester hours required
- C. Experience
Three or more years of successful Driver Education teaching experience including classroom, simulator and behind-the-wheel phases
- D. Personal
Ability to meet District standards of physical and mental health, professional attitude and leadership ability
- E. Other
Valid California Driver's License

DESIRABLE QUALIFICATIONS

Professional Experience

1. Demonstrated special talent in leadership, planning, and organization
2. Successful experience as a Driver Education Simulator Unit Manager or Head Driver Education Classroom Phase teacher

DUTIES AND RESPONSIBILITIES

- A. Subject Area and Management Area
Carry a teaching load of five periods per day
- B. Relationships
1. Inservice new teachers on policies and procedures of Driver Education Department
 2. Supervise the proper care and use of materials and equipment used in the Driver Education program
 3. Act as liaison between Driver Education personnel and Coordinator
 4. Assist Coordinator in the organization of simulator teaching teams and scheduling of training sessions
 5. Assist Coordinator in formulating annual budget request
 6. Assist Coordinator in evaluating the performance of Simulator Unit Managers, Head Teacher Classroom Phase, and Driver Education teachers
 7. Serve as member of Driver Education Unit Manager Advisory Committee
 8. Assist Coordinator in providing inservice training for Driver Education teachers

Certificated Job Description
TITLE - Driver Education Department Chairman
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Duties and Responsibilities
(continued)

- C. Professional Experience
 - 1. Set a good example for other Driver Education teachers by submitting required reports to Driver Education Office promptly and accurately
 - 2. Encourage other Driver Education teachers by example to gain professional growth by participation in curriculum development and active membership in related professional organizations
- D. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

ACCOUNTABILITY

- A. Person to whom responsible
 - Director, Driver Education
- B. Evaluator
 - Director, Driver Education
- C. Persons responsible to Driver Education Department Chairman
 - 1. Unit Managers
 - 2. Head Classroom Phase Teacher
 - 3. Driver Education Teachers