

## **TITLE**

### **DRIVER EDUCATION UNIT MANAGER**

#### **MINIMUM QUALIFICATIONS:**

- A. Credential
  - 1. California credential authorizing instruction at the secondary level
  - 2. California credential authorizing instruction in Driver Education/Driver Training
  - 3. Valid "full term" California Drivers License
- B. Education
  - 1. Sufficient to meet credential requirements
  - 2. At least nine semester units of course work in public safety and accident prevention including Driver Education and Driver Training
- C. Experience
  - 1. A minimum of four consecutive years in the department of Driver Education immediately preceding the job beginning date
    - a. At least two years of driver education classroom experience
    - b. At least four years simulator experience (regularly scheduled simulator teacher with an average of 176 classes per year)
- D. Desirable Experience
  - Experience in more than one unit
- E. Personal
  - Ability to meet District standards of physical and mental health, professional attitude and leadership ability

#### **KNOWLEDGE AND ABILITIES:**

- A. Managerial Techniques and Skills
  - 1. Successful experience as "acting" simulator manager
  - 2. Summer school, and/or intersession programs simulator manager
  - 3. Successful teacher in all phases of the program
- B. Knowledge of new methods, technology and materials in terms of all phases of the Driver Education/Driver Training Program
  - 1. Audiovisual
  - 2. Textbooks and related materials

#### **DUTIES AND RESPONSIBILITIES:**

In addition to the normal teaching load of five periods per day:

- A. Be responsible for initiating, supervising and evaluating new methods, ideas and/or instructional materials for the program at his unit. Must be continually aware of present and future needs of the program
- B. In-service new and substitute teachers on operations of the simulator and the policies and procedures of the Driver Education Department

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#### Duties and Responsibilities

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- C. Supervise and be responsible for the proper care and use of all equipment (i.e., simulator, audiovisual equipment and Driver Training vehicles) and materials used in the program
  - 1. Simulator--keep clean and orderly at all times
  - 2. Keep detailed notes on items to be serviced, adjusted and repaired by regular monthly service visit
  - 3. Repair simulator "cars" as required when breakdowns occur
  - 4. Projector must be maintained to work continuously-- teachers must be instructed to be "expert" operators
  - 5. Films must be stored in a neat and orderly manner and maintained by cleaning and/or repairing when necessary
  - 6. Films are sent to IMC at regular intervals to be "rejuvenated" and/or "strip spliced"
  - 7. Simulator recorder must be continually checked (daily by period) for consistent, accurate, information concerning each student's performance. Minor repairs or adjustment must be performed almost daily
  - 8. Keep Driver Training vehicles in good condition at all times through regular service, inspection, and regular cleaning
- D. Act as liaison between the director and other members of the staff
- E. Act as liaison and/or public relations person between the school serviced and the Driver Education unit
  - 1. Assume final responsibility for full complement of students for each training session
  - 2. Coordinate sign-up of students for Driver Training with the school serviced
    - a. Furnish sign-up materials to the schools liaison person (or their designee) to facilitate registration
    - b. Supervise the unit team in the registration of students for the first session of the school year
- F. Assume overall responsibility for the proper and efficient operation of the unit teaching team including Driver Education classroom
  - 1. Scheduling of:
    - a. Teachers; assignments and periods considering individual's desires and abilities in the simulator and car
    - b. Students (regular, alternate, etc.)
    - c. Driver Training vehicles; consider the number of vehicles needed each period, the number of vehicles after school and by whom, the time at which the Driver Education (classroom) teachers arrive and leave school and the "direction of travel" of each of these teachers
    - d. School schedule; Driver Education periods and other aspects of the program must be coordinated with the school schedule
    - e. Make-up schedule; calendar must be made considering those teachers who are available and desire the extra period teaching assignment. The after-school simulator drive (film) schedule must correlate as near as practical with the normal daily schedule

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#### Duties and Responsibilities

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- f. Simulator drive (film); schedule must be established and updated as new films are introduced by the manufacturer. Schedule should indicate a "normal progression" as well as prepare students for their next drive in the Driver Training vehicle
  2. Time Keeping:
    - a. Supervise and tabulate the monthly time sheet, absence slips, and monthly absence report to Payroll
    - b. Record and tabulate the regular extra-pay hours worked after school
    - c. Record and tabulate the Special Education hours worked after school each month
    - d. Submit all required reports to proper office each month or when necessary
  3. Record Keeping--a continuous progress:
    - a. Driver Training vehicles and simulator records
    - b. Student records; progress cards, absence and make-up records, Driver Education records checked and/or monitored each session for those students already complete, or simultaneously enrolled, Data Processing cards pulled (manually) for each student each session, for purposes of printing student licenses, enrollment and completion certificates, grade cards, and the "annual list" for reimbursement. Grade book, and all above records maintained in the simulator for five years
    - c. At the conclusion of each six-week session, the previous session's records are re-evaluated for those students who were required to re-enroll in Driver Education. Grades must be changed and/or forwarded to the proper persons so student records are kept accurate
  4. Distribution of records and lists:

Submit at the beginning and/or completion of each six-week session to the proper persons or offices
  5. Student discipline within the department:

Students must comply to the normal rules and regulations of the state, district and/or department policy
  6. Supplies:

Must maintain an adequate inventory of essential items, including State Department of Motor Vehicle furnished items
- D. Duties and responsibilities may be added, deleted or changed at any time at the discretion of management

#### ACCOUNTABILITY:

- A. Person to whom responsible  
Chairman, Driver Education
- B. Persons responsible to Driver Education Unit Manager  
Unit members