



Mobile County PUBLIC SCHOOLS

Job Description Title – DRIVER’S EDUCATION TEACHER

SUPERVISED BY/REPORTS TO: Principal and/or the Driver’s Education Academic Supervisor or their designee.

FLSA Designation: Exempt

JOB DESCRIPTION: The High School Driver Education Teacher is assigned to deliver a comprehensive driver education program in accordance with state law and the Alabama State Department of Education, and Mobile County Public Schools policies and regulations.

QUALIFICATIONS:

- Bachelor’s Degree or higher from an institution of higher education that was appropriately accredited per the Alabama State Department of Education at the time the courses were taken.
- **Valid Alabama Class B teaching certificate in Driver and Traffic Safety Education. Must hold another Professional Teacher Certification/Endorsement in addition to Driver’s Education.**
- Ability to meet suitability criteria for employment and/or certification//licensure under the Alabama Child Protection Act of 1999 and Act No. 2002-457.
- Ability to be punctual and maintain regular attendance.
- **A minimum of three (3) years of satisfactory public school teaching experience.**
- Possess and maintain a valid Driver’s License. Have reliable transportation and appropriate insurance. Driver’s record will be checked for possible driver violations.
- Accident-free driving immediately prior to appointment as required by law.
- Successful COMPLETION off a state approved in-service training program for teachers of driver’s education. Transcript must be provided to the ALSDE Certification Office and MCPSS Human Resources.

EXCLUSIONS (per the Alabama State Department of Education):

Persons with the following Teacher Certificates ARE NOT ELIGIBLE for a Certificate in Driver and Traffic Safety Education: Interim Employment Certificate, Business and Industry to Educational Administrator Certificate, Conditional Certificate in a Teaching Field, Higher Education Transitional Certificate, Career and Technical (Level, Type, Specialty Area, Degree Equivalent, and/or Temporary) Certificate, Speech-Language Pathology (Assistant, Temporary, and/or Professional Educator) Certificate, Dyslexia Therapist Endorsement, Child Nutrition Program Director Certificate, Junior Reserve Officer Training Corps (JROTC) Certificate, Early Childhood Development Certificate, Emergency Certificate, Substitute License, or Adjunct Instructor Permit.

LANGUAGE SKILLS:

Ability to communicate fluently in English, both verbally and in writing. Ability to effectively present information and respond effectively to questions in one-on-one and small group situations to students, parents, and other school staff. Ability to verbally respond to common

inquiries from students. Ability to read and interpret documents such as the Alabama Course of Study, safety rules, Individual Education Plans (IEPs), operating and maintenance instructions, procedure manuals, governmental regulations, professional journals, and any other instructional documents deemed necessary to carry out the requirements of the job. Ability to write routine reports and correspondence that conform to prescribed style and format.

INTERPERSONAL SKILLS:

Works well with and respects others from diverse backgrounds and cultures. Focuses on solving conflict, maintaining confidentiality, listening to others without interrupting, keeping emotions under control, remaining open to others' ideas, and contributing to building a positive team spirit. Ability to effectively present information and respond effectively to questions in one-on-one situations and promotes positive interactions with other faculty members and stakeholders. Teachers should be sure that all their social media accounts are professional and appropriate. Does not project personal beliefs or biases onto students or faculty members.

REASONING ABILITY:

Ability to plan, organize, develop, and conduct a comprehensive teaching and instruction program in the visual arts course being taught for students in the district. Ability to identify and define problems, collect data, establish facts, and draw valid conclusions.

COMPUTER SKILLS:

General knowledge of computer usage and ability to use email, internet software, and word processing software. Must learn other software used by the district, i.e., PowerSchool, Schoology etc. Must be able to develop and/or facilitate an online course.

PERFORMANCE RESPONSIBILITIES AND ESSENTIAL DUTIES:

The performance responsibilities and essential duties described here are representative of the knowledge, skill, and/or ability required to do the job. An employee must meet these to perform the essential functions of this job successfully and satisfactorily.

1. Teach students the manipulative skills, defensive techniques, and perceptive skills necessary for modern-day driving through traditional instruction, and on-the-road behind-the-wheel training.
2. Attempt to instill in students attitudes and behavior conducive to safe, proper operation of a motor vehicle.
3. Instruct students in how to cope with typical emergencies associated with the operation of a motor vehicle.
4. Assist students in preparing applications for Department of Motor Vehicles student driver permits.
5. Prepare and issue Department of Motor Vehicle certificates to students who successfully complete the course.
6. Service driver training car (gasoline, oil, washing, garaging), and arrange for other maintenance services with automobile dealer.
7. Prepare and maintain all necessary records and reports.
8. Serve as a consultant to school faculty, students, and community.
9. Create, revise, and update all other teaching materials as needed.
10. Explain and interpret the schools driver's education program to school personnel, car dealers, and the community at large.
11. Create a classroom climate conducive to learning.
12. Inventory all equipment and maintain proper condition and storage of equipment.
13. Attend all faculty and other required meetings.
14. Supervise students at all times in accordance with state and local regulations.
15. Maintain professional work habits, and professional standards and skills.

16. Perform such other duties as the principal or supervisor may assign.

OTHER DUTIES:

Participates in various student and parent activities which occur in school including but not limited to PTA or PTO, student clubs and after school activities.

Creates an effective learning environment through functional and attractive displays, bulletin boards, and activity/learning centers.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job:

While performing the duties of this job, the employee is regularly required to speak and listen. The employee is frequently required to walk, stand, sit, use hands to manipulate objects, tools or controls; reach with hands and arms; and talk and hear. The employee must use a keyboard and video display terminal. The teacher is occasionally required to stoop, kneel, or squat. The teacher may be on their feet standing for over an hour. The teacher must be able to enter and exit an automobile. The teacher may regularly lift and/or move up to 10 pounds and occasionally may lift up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception, ability to focus, and peripheral vision.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

Works in a classroom setting for designated times of the school year. The other times are spent in a Driver's Education vehicle instructing students how to drive. The instructor sits in the passenger seat in the special constructed vehicle and gives instructions to the student driver. The noise level is usually low to moderate but occasionally high depending on classroom and outside activities. The employee is occasionally exposed to cold, hot, wet, or humid conditions and/or outdoor weather conditions. The employee may be exposed to bloodborne pathogens. Outside carpool and traffic duty may occasionally be required.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on Evaluation of Certified Employees. Evaluation will be conducted by the building principal, the Driver's Education Academic Supervisor, or their designee.

TERMS OF EMPLOYMENT

Work periods are 9-months (187 days) 7 hours per day usually Monday through Friday. Work assignments and schedules are subject to change particularly at the quarter or semester change. At Will Employee subject to the Students First Act of 2011 and other applicable state and federal laws.

SALARY

See current Salary Schedule on Human Resources Webpage.

This job description describes the general nature and level of work performed by employees assigned to this position. It is not intended to be an exhaustive list of all job goals, qualifications, and responsibilities and the employee may be required to perform other related duties as assigned. The Mobile County Board of Education Division of Human Resources reserves the right to amend the job description as needed, without notice.

THE MOBILE COUNTY PUBLIC SCHOOL SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER and does not discriminate based on age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.