**BOARD OF EDUCATION**

**Saskatoon School Division No. 13**

**P O S I T I O N D E S C R I P T I O N**

**Position: DRIVER EDUCATOR**

**Immediate Supervisor: MANAGER, DRIVER EDUCATION**

**Core Function:**

The Driver Educator instructs eligible students in the elements of safety and competence in the operation of motor vehicles, such instruction to be in keeping with the requirements of Saskatoon Public Schools and the Ministry of Education.

**Duties and Responsibilities:**

1. Teach conscientiously the Driver Education program approved by the school division in accordance with such time schedules as may be determined by the Manager, Driver Education.
2. Cooperate with colleagues in program development and teaching activities pertaining to Driver Education classes and individual students.
3. Maintain, in cooperation with the Manager, Driver Education, good order and general discipline in the classroom, simulator and driver education car.
4. Confer with the principal or other appropriate staff members in the collegiate concerning any undesirable behavior observed among the student drivers.
5. Maintain records of student attendance and progress as may be required.
6. Report at the appropriate time to the parent or guardian of each student with respect to the student's progress.
7. Ensure that all possible safety precautions are taken to prevent harm to student drivers, pedestrians, and children at play on or near the street, and prevent damage to both the driver education cars and other vehicles or property.
8. Perform duties in a businesslike and professional manner, communicating effectively with staff, students, and the public.
9. Ensure that driver education cars are safe, clean, and tidy when in use for instructional purposes. Ensure a safe overnight parking space for driver education car.
10. Keep such records of vehicle operation as may be required.
11. Regularly attend all meetings of the staff convened by the Manager, Driver Education.
12. Cooperate with the Manager, Driver Education, Ministry of Education consultants, and their personnel in activities intended or designed to enhance the professional development of driver educators.
13. Maintain positive working relationships with the staff of the secondary schools.
14. Keep organized student records and be prepared provide records regularly to the manager or upon request.
15. Performs such other duties as may be required to meet organizational needs and objectives as assigned.

**Qualifications:**

1. Grade Twelve or equivalent;
2. A Department of Education Driver Education certificate;
3. A Saskatchewan Government Insurance Instructor's certificate;
4. Preference will be given to individuals with related experience and educational programs;
5. Strong interpersonal and communication skills with effective instructional techniques;
6. Ability to work in a team environment.

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