



PO Box 185 ~ 511 Broadway  
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**Title:** Driver's Education Instructor  
**Pay Grade:** \$25.00 Per Hour  
**Supervisor:** District Superintendent

**Job Summary:**

To instruct students in federal and state law and administrative rules pertaining to operating a personal motor vehicle. Instructing, demonstrating, and providing practice for students in the operation of a motor vehicle.

**Essential Duties and Responsibilities:**

1. Prepare for assigned classes
2. Meet and instruct assigned classes in the locations and at the times designated
3. Teach students the manipulative skills, defensive techniques, and perception skills necessary for driving through traditional instruction and practical experience on various types of roads and highways
4. Stive to instill in students attitudes and behaviors conducive to the safe and proper operation of a motor vehicle
5. Instruct students in how to cope with the typical emergencies associated with the operation of a motor vehicle
6. Instruct and assess students for the purpose of developing driving skills
7. Assist students in preparing applications for the Department of Motor Vehicles student driver permits
8. Maintain and prepare all necessary records and reports
9. Prepare and issue Department of Motor Vehicles certificates to students who successfully complete the course
10. Prepare the driver's training vehicle and its occupants for safe and efficient travel
11. Deal with students, parents, staff, and others in a positive, encouraging manner
12. Act ethically and confidentially in all aspects of employment
13. Perform other duties as assigned

**Qualifications:**

A public driver education instructor is an individual who is licensed by the Idaho State Department of Education to teach the classroom instruction and behind-the-wheel phase of driver education in the public school system. See the link at [Idaho Public Driver Education](#) for more information.

**NOTE**

*All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.*

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

My signature acknowledges that I have read and understand this job description, can fulfill the essential job functions as listed, and have been provided a copy.

Supervisor \_\_\_\_\_ Date \_\_\_\_\_