



COMMUNITY COLLEGE  
OF RHODE ISLAND

Office of Human Resources

**POSITION DESCRIPTION**

<b>POSITION:</b>	Coordinator- Driver Education Program
<b>LOCATION:</b>	Center for Workforce and Community Education
<b>REPORTS TO:</b>	Director-Community Services
<b>PAY GRADE:</b>	CCRIPSA 10
<b>SUPERVISES:</b>	May supervise student, clerical support and other professional staff as assigned

**BASIC FUNCTION:** Provide overall coordination of the Driver Education Program.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

With the Director, recruit, hire, train and supervise instructors for the Driver Education Program.

Plan and schedule all classes, including the 33-hour program for special populations and make-up classes. Prepare necessary paperwork to ensure appropriate fiscal policies are followed, including insurance riders.

Assist the Director in scheduling the three-credit teacher preparation course offered by CCRI. Monitor enrollment in this course and maintain an employment list for hire.

Ensure frontline staff provides a smooth registration and records retrieval process for all students. Monitor student enrollment.

Assign instructors for all programs in accordance with collective bargaining agreement.

Track and maintain records of instructor seniority status and number of classes taught per fiscal year in accordance with the collective bargaining agreement.

Prepare, submit, and approve payroll for instructors.

Maintain program records according to college policy and collective bargaining agreement; report results to appropriate agencies, teacher's Leadership Board and the Director as required by the collective bargaining agreement or as directed.

Participate in the collective bargaining agreement negotiation process.

**Knight Campus**

Represent CCRI and RI as a member of the New England Traffic and Safety Education Association (NETSEA). Represent CCRI driver education in state and local activities associated with traffic safety education, with the approval and guidance of the Director.

With the Director, monitor and evaluate teacher performance according to college policy and the collective bargaining agreement.

Monitor and evaluate program outcomes to ensure the quality of service and continuous improvement of processes.

Assist with the preparation of program budgets and maintain related financial records.

With the Director, prepare and revise curriculum for the Driver Education Program to comply with Federal and State regulations

Ensure each classroom supports a positive learning environment for all students including the availability of required learning technology and space.

Develop and maintain a good working relationship with program stakeholders.

Perform additional, related duties as may be assigned to accomplish program objectives.

**LICENSES, TOOLS AND EQUIPMENT:**

Must possess valid driver's license and operate a motor vehicle.

**ENVIRONMENTAL CONDITIONS:**

This position is not substantially exposed to adverse environmental conditions.

**QUALIFICATIONS:**

Bachelor's degree required, preferably in adult education or related field or Associate's degree plus 4 years' experience managing similar program. Knowledge of RI General Laws as they pertain to Traffic Safety education highly desirable. Must possess strong presentation, organizational and communication skills. Flexibility and exceptional interpersonal skills are essential.

**CCRI is an Equal Opportunity / Diversity Employer.**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying the position. Employees will be required to perform any other job-related duties requested by their supervisor