



COMMUNITY COLLEGE
OF RHODE ISLAND

Office of Human Resources

POSITION DESCRIPTION

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

BASIC FUNCTION: Provide overall coordination of the Driver Retraining Programs, including: The Drive Attitudes Program; The National Safety Council (NSC) Dynamics of Driving Program; Colin Foote Repeat Offender Program; The Teen Re-education for Driving Safer (TREDS) program; the Driving While Intoxicated (DWI) Clinical Assessment Program; and the DWI Offender Retraining classes.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Recruit, hire, train and supervise instructors and examiners for all Driver Re-training Programs.

Arrange for certification and recertification of all instructors and group facilitators

Obtain approval for and sanction of all program curricula in accordance with DMV, federal and state regulations and to maintain certification.

Schedule all classes, secure rooms, notify students and assign instructors for all programs. Schedule all counseling sessions for the DWI Program.

Maintain records of attendance and completion of all court-appointed clients for DWI counseling program. Report completion/non-compliance results to appropriate agencies.

Provide an appropriate learning environment, including selecting, ordering and maintaining educational supplies, materials and equipment.

Prepare, submit, and approve monthly payroll for instructors, facilitators, and counselors.

Monitor performance and evaluate instructional programs.

Maintain files and all appropriate documentation in compliance with FERPA and HIPPA

Knight Campus

regulations and college policy.

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

Work closely with state agencies such as RIDMV, Operator Control, the state judiciary, and traffic tribunal.

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:

Must be able to work in adverse weather conditions.

QUALIFICATIONS:

Bachelor's degree required, preferably in adult education or related field. A minimum of three years of teaching and/or managerial experience required. Coursework in traffic safety education genre preferred. Experience with adult education theory and application. Knowledge of RI traffic laws as they pertain to various moving violations. High desirable. Skills in successfully dealing with the public necessary. Must have access to own transportation.

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