



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator for Driver Retraining
POSITION NO.	503011
LOCATION	Lincoln Campus
REPORTS TO	Executive Director of Workforce Development
GRADE/CBA #	PSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISION	May supervise student, clerical support and other professional staff as assigned
LIMITATION (if applicable)	
REVISION DATE	June 2017

JOB SUMMARY:

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.

DUTIES AND 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 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.

REQUIRED QUALIFICATIONS:

- Bachelor's degree
- A minimum of three years of teaching and/or managerial experience
- Experience with adult education theory and application.
- Knowledge of RI traffic laws as they pertain to various moving violations.
- Skills in successfully dealing with the public necessary.

PREFERRED QUALIFICATIONS:

- Bachelor's degree in adult education or related field

- Coursework in traffic safety education genre

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.