

Browning Public Schools
Board Agenda Request
Meeting To Be Held: 7/10/2018



Recognition: Students Staff Parents
Information: Building Report Old Business Superintendent's Report
Action: Resignation Hiring Contract Service Agreements
 Travel Out-of-State Travel In State Approvals
 Termination Legal Matters Other:
 This action request pertains to Elementary (only) High School/District Wide

Date: 6/13/2018

To: **Corrina Guardipee-Hall**
 Superintendent

From: Emorie Davis Bird
Title: Human Resource Director

Subject: **Create Driver's Education Teacher Position**

Description: John Salois, BHS Principal, is in need of a Driver's Education Teacher for the school year 2018-2019 to meet the driver's (traffic) education needs of Browning High School students.

Financial Impact: Per CBA, certified master teacher contract and depending on qualification-experience-education.

Funding Source (Budget/grant, etc.): **BHS Budget**

Attachment(s): **Drivers Education Teacher PD**

Approval: Superintendent's Office/Finance/Personnel as applicable (Initial) _____

Comments: _____

Board Action: N/A (Info) Approved Denied Tabled to: _____

Browning Public Schools
JOB DESCRIPTION

June 20, 2018

DRIVER'S EDUCATION TEACHER (Traffic Education)

Summary of Functions

Ensures students learn subject matter and skills that will contribute to their development and success as responsible citizens.

Essential Duties and Responsibilities

- 1) Planning – Plans a program of study that meets the individual needs, interests and abilities of the students as authorized. Establishes clear objectives for all lessons, units and projects and communicates these objectives to students and their families.
- 2) Classroom Preparation - Prepares for individual or group instruction and shows written evidence of preparation upon request of supervisor. Creates a classroom environment that is conducive to learning and developmentally appropriate.
- 3) Safety - Teaches students the skills and techniques necessary for being safe, responsible drivers through traditional in-class instruction and behind-the-wheel training. Takes all necessary precautions to protect students, equipment, materials and facilities.
- 4) Instruction – Provides driver's education services in various combinations of settings; e.g., classroom and on the highways. Guides the learning process toward the achievement of Montana State driver's license standards. Employs a variety of instructional techniques and media, consistent with the needs and capabilities of the individuals or student groups involved.
- 5) Assessment – Determines specific learning problems, skill deficiencies or social adjustment difficulties of students and initiates remediation programs in these areas. Assesses the accomplishments of students at least quarterly and provides progress reports as required. Seeks assistance and makes referrals, on a regular basis, to district specialists as needed.
- 6) Technical Support – Works closely with other teachers to help students maintain satisfactory class work, homework, and behavior. Makes available a wide range of teaching materials and equipment, including reading materials at many levels, instructional games and resource materials.
- 7) Student Conduct – Assists the administration in implementing all policies and rules governing student life and conduct. Develops reasonable rules for classroom behavior and procedure. Encourages students to set and maintain standards of classroom behavior. Maintains order in the classroom in a fair and just manner.
- 8) Home-School Relations – Communicates with parents through conferences and other means to discuss student progress and to interpret the school program.

- 9) Meetings – Attends staff meetings and serves on staff committees as required.
- 10) Training – Participates in in-service training programs, as assigned.
- 11) Reports – Maintains accurate, complete and correct records and prepares reports as required by law, district policy and administrative regulation. Keeps records of academic performance, attendance, and social acclimation. Reports on all aspects of student development for school records and parents; conducts parent-teacher conferences on both a regularly scheduled and an as-needed basis.

Supervised by and reports to the principal or designee.

Qualifications

Education/Experience – Any combination of education and experience that would provide the required skill and knowledge for successful performance would be qualifying. However, applicants must meet the following minimum qualifications:

- Bachelor's degree in education.
- Montana teaching certificate (or qualifies to obtain) with proper driver's education endorsement (or be willing to enter internship program to obtain endorsement).
- Two (2) years successful contracted teaching experience.
- Knowledge of and experience in using technology in the delivery of curriculum and instruction.
- Strong communication, problem solving and organization skills.
- Ability to work with and motivate students.
- Ability to use effective assessment and instructional strategies to meet student needs in all curriculum areas.
- Genuine interest in teaching students.
- Physical ability to sit for a portion of the time; walk and stand for extended periods; and exert 10-20 pounds of force frequently to lift, carry, push, pull or otherwise move objects.
- Excellent work habits.

Desirable Qualifications – Prior special education teaching experience preferred. Prior teaching experience desired. Knowledge of and ability to assess and design instruction for a classroom of diverse learners. Experience in working in Native American communities. Technology skills desired.

Work Environment – The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.