



We are pleased to announce that we are seeking qualified applicants for the position of  
**DRIVER EDUCATION PROGRAM MANAGER**

**POSITION(S): 1** Driver Education Program Manager  
40 hours/week, Mon-Fri, 250 days/year

**LOCATION:** High Desert Regional Education Center, Redmond

**START DATE:** July 1, 2019

**SALARY RANGE:** \$60,000 per year  
Benefits include family insurance package, vacation, sick leave and paid holidays, generous PERS contribution.

**QUALIFICATIONS:** **DEFINITION**  
The High Desert Driver Education Program provides year-round classroom and behind-the-wheel instruction. The Driver Education Program Manager supervises the program and the driver education staff.

**QUALIFICATIONS**

Requires at minimum, a high school diploma, however, a valid Oregon teaching license would be preferred. Successful completion of the traffic safety education instructor course(s) through WOU within one year of hire. The manager should clearly understand and follow the Oregon Administrative Rules (OAR's) regarding driver education. The Manager must have a clean driving record for the last 3 years, and maintain that record. The ability to work independently and be self-directed is expected. The Manager must have the ability to work successfully with instructors, students, and parents. Without significant risk of injury, must be able to stand and stoop, kneel, crouch, or crawl and at times lift and/move up to 50 pounds. Must have access to reliable transportation and consistent attendance is required.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Closes 5:00pm, Friday, April 12, 2019

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
David Burke, 541.693.5604, [david.burke@hdesd.org](mailto:david.burke@hdesd.org)

**A COMPLETE APPLICATION INCLUDES**

- Letter of interest stating how your background experience qualifies you to assume the responsibilities of this position
- Current résumé
- Completed application form (may be downloaded from HDESD website [www.hdesd.org](http://www.hdesd.org))
- Three (3) professional letters of recommendation

**DIRECT YOUR MATERIALS REGARDING THIS POSITION TO**

Kristen Johns, Human Resources Specialist  
High Desert ESD  
2804 SW Sixth Street  
Redmond Oregon 97756  
Fax 541.693.5601  
[kristen.johns@hdesd.org](mailto:kristen.johns@hdesd.org)

If you currently hold a regular position with HDESD, you may apply by submitting a cover letter, an up-to-date resume including your current position, and an up-to-date list of references.

High Desert ESD is an affirmative action equal opportunity employer and complies with federal and state statutes that prohibit discrimination on the basis of race, color, national origin, religion, sex, age, disability or marital status. If you have a disability and need an alternate format in order to complete the employment process, you may call Human Resources at (541) 693-5600. Please leave a message describing the alternate format needed. The ESD is committed to maintaining a drug-free workplace and strictly complies with drug testing policy. Employment with HDESD requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/8/19
_____ DIRECTOR OF HUMAN RESOURCES

# **Driver Education Manager**

## **Definition:**

The High Desert Driver Education Program provides year-round classroom and behind-the-wheel instruction. The Driver Education Manager supervises the program and the driver education staff.

## **Qualifications:**

Requires at minimum, a high school diploma, however, a valid Oregon teaching license would be preferred. Successful completion of the traffic safety education instructor course(s) through WOU within one year of hire. The manager should clearly understand and follow the Oregon Administrative Rules (OAR's) regarding driver education. The Manager must have a clean driving record for the last 3 years, and maintain that record. The ability to work independently and be self-directed is expected. The Manager must have the ability to work successfully with instructors, students, and parents. Without significant risk of injury, must be able to stand and stoop, kneel, crouch, or crawl and at times lift and/move up to 50 pounds. Must have access to reliable transportation and consistent attendance is required.

**Classification:** Manager

**Reports To:** Assistant Superintendent

## **Performance Responsibilities:**

1. Develop a year long schedule for classroom and behind-the-wheel instruction.
2. Hire, evaluate, and release, classroom and behind-the-wheel instructors according to district policy and procedure.
3. Maintain records; foster opportunities for ongoing education and certification requirements; and help with the organization of classes and state workshops for instructor certification.
4. Submit to ODOT, the documents and student information for reimbursement.
5. Lease and maintain all driver education vehicles.
6. Manage the insurance needs of the program through the ESD's insurance carrier.
7. Manage student recruitment and enrollment.
8. Manage the web site for the program.
9. Manage the inventory of program equipment for behind-the-wheel and classroom.
10. Work with the different high schools in advertising, classroom space, and behind-the-wheel space.
11. Assure financial stability by monitoring the program budget and all revenue and expenditures.
12. Manage and approve instructor's time sheets.
13. Be an active liaison between DMV, the community, parents, and students.
14. Be on call to answer questions from parents, students, and instructors.
15. Evaluate and review, policies and procedures for the program.
16. Evaluate, change, and update curriculum to meet or exceed state regulations.
17. Communicate appropriately and regularly through use of email.
18. Respect and maintain confidential information in all situations.
19. Successfully operate standard office equipment including a computer and appropriate software including Microsoft Word and Microsoft Excel
20. Fulfill other related duties as assigned.

**Terms of Employment:** Salary, benefits and vacation are established by policy and contract renewable annually by the Board of Directors.

**Evaluation:** Assistant Superintendent