

## DRIVER EDUCATION PROGRAM SPECIALIST

This is administrative and consultative work in the provision of the driver safety education programs administered by the Division of Motor Vehicles which are directed toward specific segments of the driving public. Employees serve as staff specialists for either adult driver education programs or school bus driver education programs in the development and implementation of specific training components in the assigned area. Work involves the assessment of training needs and the formulation of appropriate training course modifications or revisions as necessary, the development and/or selection of supportive resource materials, and consulting with field staff during the implementation process. Employees are also responsible for developing budgetary requirements and other administrative functions associated with program delivery in the assigned area.

### I. DIFFICULTY OF WORK:

Variety and Scope - Work assignments including training component development, publicity, and administrative tasks are related to program implementation in area of assignment.

Intricacy - Work requires the analysis of the existing components in relation to needs identified by field staff and alterations in program guidelines and regulations to determine appropriate training component revisions. Work also requires the evaluation of resource materials including visual aids, handbooks, and other guides in order to ensure appropriate supportive materials.

Subject Matter Complexity - Work requires a complete understanding of training techniques specifically as they relate to area of assignment.

Guidelines - Work requires consideration of associated State and Federal program guidelines, in addition to operational policies established by management and the Department of Transportation.

### II. RESPONSIBILITY:

Nature of Instructions - Work is routinely performed without direct supervision. Changes in laws, regulations, or policies are discussed with superiors.

Nature of Review - Work is reviewed through informal discussions concerning program achievement and periodic programs reports.

Scope of Decisions - Work affects specific segments of the driving public associated with area of responsibility.

Consequence of Decisions - Failure to maintain current and accurate information would result in less effective educational programs and possibly impact on driving safety.

### III. INTERPERSONAL COMMUNICATIONS:

Scope of Contacts - Work requires communication with field staff and the driving public. The adult driver education specialist meets with representatives of industry and private driver training schools. The school bus driver education specialist meets with public school officials.

Nature and Purpose - Employees are responsible for explaining training components to field staff and concerned officials, and for promoting safe driving practices and awareness.

IV. OTHER WORK DEMANDS:

Work Conditions - Work is primarily conducted in an office environment. Periodically, work requires travel within the State for meetings and conferences.

Hazards - Those normally confronted in operating a motor vehicle.

V. RECRUITMENT STANDARDS:

Knowledges, Skills, and Abilities - Considerable knowledge of the methods of planning, developing, promoting, and presenting courses of instruction in traffic safety education. Considerable knowledge of the standards, regulations, and policies applicable to area of responsibility. Ability to maintain effective working relationships with district personnel, representatives of concerned agencies and organizations, and the general public. Ability to coordinate training program administration, and to communicate effectively in oral and written form.

Minimum Education and Experience - Graduation from a four-year college or university, preferably with a degree in driver and safety education and two years of experience in teaching, or safety education and promotion; or an equivalent combination of education and experience.