

**JOB OPENING ANNOUNCEMENT  
NORTHWEST EDUCATIONAL SERVICE DISTRICT 189**

|   |   |
|---|---|
| <b>POSITION TITLE</b><br>Traffic Safety Instructor  | <b>SUPERVISOR</b><br>NWESD 189 Superintendent                 |
| <b>DEPARTMENT</b><br>Administration   | <b>WORK STATION</b><br>Granite Falls School District          |
| <b>SALARY RANGE</b><br>\$32.12 per hour classroom instruction; \$28.66 per hour behind-the-wheel instruction. | <b>CONDITIONS OF WORK</b><br>Dependent on student enrollment. |

**SUMMARY:** This position will provide and utilize a variety of teaching strategies and techniques that enable students to achieve the statewide Traffic Safety Education objectives to become knowledgeable, safe and efficient drivers on the highway transportation system.

**ESSENTIAL FUNCTIONS:**

- Maintain a constructive, safe and pleasant learning environment in the vehicle at all times.
- Provide good classroom management and discipline in the instruction of students.
- Use teaching methods that allow for individual student learning and driving abilities, reduces student anxieties and involves back-seat observers.
- Develop lessons from the Washington Traffic Safety Education Curriculum.
- Use Resource Guide and follow all of the guidelines for instructional material as listed in the Traffic Safety Administrative Manual.
- Maintain an accurate grade book documenting attendance, student progress classroom and behind the-wheel performance, student text books and their condition and students' special needs.
- Prepare classroom and driving schedules to meet the needs of the students.
- Complete all records as required by the Safety Center.
- Maintain partnership relationship with parents and keep them informed of progress and behavior that may or may not foster successful completion of the course.
- Conduct Parent Open House before the beginning of the course to ensure open communication with parents, students and teachers.
- Communicate effectively with high school students using appropriate technical vocabulary and maintain good instructor/student rapport.
- Select routes for on-street and on-site lessons.
- Conduct students' learning activities, from simple to complex, which should correspond with the learner's mental, physical and emotional performance capabilities in coordination with classroom activities.
- Maintain a position within the vehicle that ensures awareness of the traffic scene and utilize control instruments to maintain safety and facilitate instruction.
- Apply uniform evaluation criteria in assessing needs and progress of the students during and after each lesson in the classroom and behind-the-wheel.
- Maintain a safety inspection schedule of the vehicle and reports any deficiencies to the Safety Center Coordinator.
- Maintain a safety inspection schedule of the vehicle and report any deficiencies to the Assistant Superintendent.
- Adhere to the ethical standards for teaching professionals as outlined in the Code of Professional Conduct, Chapter 180-87 WAC and established rules, regulations and laws governing ESD and public employees.
- Participate in professional development activities and use educational research to enhance educational services.
- Assist in the development of the Traffic Safety Curriculum for the NWESD 189 Safety Center.

**Supervisory:** This position does not have any supervisory responsibilities.

**OTHER JOB FUNCTIONS:**

Performs related duties as assigned.\*

**QUALIFICATIONS:**

Bachelor's degree and teacher preparation program with a valid Washington State teaching certificate with or be eligible to obtain a Traffic Safety Education endorsement or approval issued by Washington State's Office of Superintendent of Public Instruction. Applicant must provide a record for a five-year period at the time of hire and annually thereafter, from the Department of Licensing (DOL) and/or other driver licensing jurisdiction showing a satisfactory driving record with: a) not more than one (1) moving violation within the preceding 12 months or not more than two (2) moving violations within the preceding 24 months; b) no alcohol-related violations within the preceding three years; and c) no driver license suspension, cancellation, revocation or denial within the preceding three years. At least two years experience working in an educational environment and working knowledge of personal computers preferred.

WSP/FBI criminal history background clearance required.

\*Related duties as required are duties that may not be specifically listed in the Position Description but are within the general occupational series and responsibility level typically associated with the employee's classification of work.

**Requires the ability to:**

- Demonstrated ability to communicate orally and in writing.
- Demonstrated ability to work independently and follow direction.
- Demonstrated ability to interact with students, parents and staff in a clear and professional manner.

**Licenses and/or Certifications:**

Valid Washington State driver's license and proof of liability insurance required.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

Work is performed in an educational center. Must be physically capable of performing de-escalation techniques. Lifts and carries a maximum of 40 pounds. Adequate manual and finger dexterity, hearing, speech, and vision are necessary to perform the essential functions of this position.

**Hazards:** Potential hazards are present based on the fact that the position requires the incumbent to drive with student. Hazards may include but are not limited to, driving in inclement weather conditions, varied road conditions, rush hour traffic, etc.

---

The statements contained herein reflect general details as necessary to describe the essential functions of this position, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods, or otherwise to balance the workload. Changes to the position description may be made at the discretion of the employer.

It is the policy of the Northwest Educational Service District No. 189 to not discriminate against any person with regard to race, color, religion, sex, age, national origin, marital status or physical or mental disability.

---

**APPLICATION PROCEDURE:**

Applications will be accepted **until Feb. 22, 2010.**

**A complete application file includes the following:**

1. Completed Northwest ESD 189 Certificated application form
2. Letter of interest reviewing qualifications and experience related to the essential functions of the position
3. Current resume
4. Confidential placement file or signed letters of recommendation (3 preferred), and transcripts
5. Copy of valid Washington State Teaching certificate
6. Fingerprinting fee of \$51.25 to be paid by employee at time of hiring.

|  |  |
|--|--|
| Questions about the <b>application process</b> are directed to:  | Questions <b>about the position</b> are directed to:                 |
| <i>Wendy Chevalier, Payroll/Personnel Administrator<br/>NWESD 189<br/>1601 "R" Avenue<br/>Anacortes, WA 98221<br/>360/299-4030</i> | <i>Joni Morrell<br/>Administrative Assistant IV<br/>360/299-4002</i> |

---

Northwest ESD 189 is an Equal Opportunity Employer; the "job share" concept is also a consideration of hiring. Employment is on a conditional basis pending completion of a Washington State Patrol and FBI fingerprint criminal history background clearance and completion of an Employment Eligibility form presenting proof of identity and employment authorization status.

---