



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

High Desert ESD celebrates all cultures and languages and is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive considerations for employment without regards to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

**POSITION(S):** **2** Driver Education Instructor  
40 hrs/week, M-F, 250 days per year

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

**START DATE:** July 1, 2021

**SALARY RANGE:** As established by bargaining agreement, Classified Wage Schedule, no less than \$20.42/hr  
Benefits include family insurance package, paid sick, personal and vacation leave, paid holidays, PERS contribution

**QUALIFICATIONS:** **Definition**  
High Desert Driver Education is a part of the High Desert Education Service District and serves five school districts through 11 high schools in Central Oregon through our year round program.

**Qualifications**

Requires at minimum, a high school diploma or GED. ODOT Driver Education Instructor certification is preferred. Anyone not certified would be required to obtain certification through the Western Oregon University's traffic safety education course. The Instructor should have a clear understanding of the Oregon Administrative Rules (OAR's) regarding driver education. The Instructor must have a clean driving record for the last 3 years, and maintain that record. The ability to work independently while still being a team player that strives to improve the program is expected. The Instructor must flexible and easily adapt to a variety of time constraints. Must be willing to work a schedule that includes weekends with Thursdays and Fridays off. The ability to perform significant reaching, bending, stooping, crouching and lifting 50 pounds is expected. Must have access to reliable transportation, and consistent attendance is required. Applicants must have successful experience in working with culturally diverse families and communities, and/or have otherwise demonstrated a commitment to equity and strengthening engagement of a diverse community and skill in communicating with a diverse population.

Please see attached job description for additional information and responsibilities.

**APPLICATION PERIOD:** Open until filled

**CONTACT:** **DIRECT YOUR INQUIRES REGARDING THIS POSITION TO**  
Tony Summers, 541.693.5697 or [tony.summers@hdesd.org](mailto:tony.summers@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 HDES D 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 HDES D, 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 HDES D requires employee's wages be paid via direct deposit to a bank account or paycard.

APPROVED: 3/17/21

DIRECTOR OF HUMAN RESOURCES  
Posting # C21-22/103

# **Driver Education Instructor**

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**Classification:** Classified

**Reports To:** Driver Education Program Manager

## **Performance Responsibilities:**

1. Create, teach, and manage in-person and online classroom sessions in accordance with ODOT approved curriculum.
2. Deliver behind the wheel instruction in accordance with ODOT guidelines.
3. Communicate clearly, concisely, and regularly with students, parents, and staff via email, telephone, and in-person.
4. Maintain attendance and grade sheets for each class.
5. Complete student check off forms for behind the wheel instruction.
6. Conduct make up classes for students that miss class.
7. Complete students behind the wheel make up drives for all students enrolled in the program..
8. Assist in creating and updating behind the wheel drive routes for various locations.
9. Help maintain the program's fleet of cars including regular maintenance, service, and cleaning.
10. Attend all required training and workshops as needed.
11. Maintain ODOT Driver Education Instructor Certification
12. Assist in other tasks as assigned by the program manager in the betterment of the program.
13. 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.