

TOWN OF LITTLETON  
PARKS, RECREATION & COMMUNITY EDUCATION

*Driver's Education Instructor I*

**Position Purpose:**

The purpose of this position is to provide instruction to students participating in a comprehensive Driver's Education Program for the Department of Parks, Recreation and Community Education for the Town of Littleton. The Driver's Education Instructor I must have the ability to work harmoniously with the Department staff, participants, and the general public. The Driver's Education Instructor I should be able to teach students, ages 15 years 9 months and older, to operate vehicles and instill respect for the State of Massachusetts' driving laws and parking regulations. In addition, he/she must be able to firmly enforce all facility regulations. This position reports to the Driver's Education Coordinator.

**Supervision:**

Supervision Scope: Exercises moderate initiative, creativity, and independent judgment in instructing students in the Driver's Education Program.

Supervision Received: Works under direct supervision of the Driver's Education Coordinator.

Supervision Given: Has direct supervision over students; has no supervisory responsibility over staff.

**Job Environment**

Work is performed in 'on-road' driving environments where errors in judgment can and will result in injury to self, others, and town property.

Interacts frequently with town residents, parents, and departmental staff members.

Duties require appropriate judgment, discretion, and professional protocols.

**Essential Functions:**

Coordinates and organizes course materials used in the Driver's Education Program with regard to on-road driving lessons.

Responsible for maintaining in-car instruction logs and student "blue-cards" and working with Department Staff to ensure compliance with RMV of Massachusetts regulations.

Able to conduct themselves in a professional manner at all times.

Maintains, analyzes, and submits all pertinent records with respect to daily attendance, incident reports, permission forms and staff correspondence to Parks, Recreation and Community Education assigned staff; maintains a variety of records including permission forms, parent correspondence, registration forms, as well as any other miscellaneous forms assigned to the Driver's Education program in the Parks, Recreation, and Community Education office.

All other duties as assigned by the Director of Parks, Recreation and Community Education or his/her designee.

**Recommended Minimum Qualifications:**

**Education, Training and Experience:**

Must be at least 21 years of age.

The Driver's Education Instructor I must have current MA state Professional Driving Instructors license and must have a high school diploma/GED.

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Candidates must have good driving records, pass a comprehensive CORI/SORI background and pre-employment physical and drug screen exam before beginning employment.

Valid Drivers Education Instructor License with no suspensions or infractions from MA RMV.

Special Requirements:

Current American Red Cross First Aid/CPR/AED for the Professional Rescuer certifications.

Physical Requirements:

The physical demands described here are representative of those that must be made by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to communicate verbally and in writing.

Must have ability to operate and maintain driving school vehicles; to lift, carry and hold objects weighing at least 50 pounds or more and to sit, crouch, crawl or kneel for extended periods of time without difficulty.

Vision must be at or correctable to 20/20 before starting employment.