



COMMUNITY COLLEGE
OF RHODE ISLAND

Division of Institutional Equity and Human Resources

POSITION DESCRIPTION

TITLE	Coordinator Driver Education Program
POSITION NO.	502320
LOCATION	Warwick
REPORTS TO	Executive Director of Workforce Operations
GRADE	CCRIPSA 10
WORK SCHEDULE	Non-Standard: 35 hours per week
SUPERVISES	Teachers, staff support, student support, and other professional staff as assigned
REVISION DATE	April 2022

JOB SUMMARY:

Under the Division of Workforce Partnerships, the Driver Education Program serves thousands of individuals each year. Classes are offered at a variety of locations throughout the state. The Coordinator provides day-to-day oversight of the Driver Education Program. This position is responsible for providing extraordinary customer service to students, parents, faculty, staff, partners and visitors.

DUTIES AND RESPONSIBILITIES:

Commitment to CCRI's Mission:

- Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
- Work collaboratively with others in a diverse and inclusive environment.
- Work collaboratively in a diverse, inclusive and student-centered environment, with students of various learning styles, cultures, identities, and life-experiences.

Customer Focus:

- Assist individuals seeking information about the Driver Education Program and services.
- Develop and maintain a comprehensive knowledge of the Driver Education Program requirements, policies and procedures, and applicable legislation for use in serving students and employers.
- Ensure highest possible level of quality and responsiveness, including internal/external communications, training, customer services, and all other applicable processes and functions.
- Maintain the confidentiality of all transactions.

Program Coordination:

- Facilitate the hiring and training of teachers and staff necessary to fulfill program needs.
- Plan and schedule all classes, including the 33-hour program for special populations and make-up classes.
- Prepare necessary paperwork to ensure appropriate fiscal policies are followed, including insurance riders.
- Assign instructors for all programs in accordance with collective bargaining agreement.
- Monitor student enrollment and manage the cancellation process along with student notifications.
- Responsible for validating and approving time submissions by all teachers and direct reports and processing for payment/reimbursement in an efficient and timely manner.
- Monitor and evaluate program outcomes to ensure the quality of service and continuous improvement of processes.
- With the Executive Director, or designee, monitor and evaluate teacher performance according to College policy and the collective bargaining agreement.
- Ensure each classroom supports a positive learning environment for all students including the availability of required learning technology and space.

Teamwork and Collaboration:

- Ensure frontline staff provides a smooth registration and records retrieval process for all students.
- Represent CCRI and RI as a member of the New England Traffic and Safety Education Association (NETSEA).
- Represent CCRI driver education in state and local activities associated with traffic safety education, with the approval and guidance of the Executive Director, or designee.
- With the Executive Director and teachers, prepare and revise curriculum for the Driver Education Program to comply with Federal and State regulations
- Maintain proactive and productive relationships with all applicable external entities. Such entities to include state/local government agencies, community-based organizations, educational institutions, and others as appropriate.
- Maintain efficient and effective coordination and communication with all College staff and faculty resources.

Reporting and Data Management:

- Track and maintain records of instructor seniority status and number of classes taught per year in accordance with the collective bargaining agreement.
- Responsible for entry of student registration tracking and data input into student information system as well as subsequent student achievement tracking.
- Maintain program records according to College policy and collective bargaining agreement; report results to appropriate agencies, teacher's Leadership Board and the Executive Director, or designee, as required by the collective bargaining agreement or as directed.
- Assist with the preparation of program budgets and maintain related financial records.

Departmental Support:

- Represent and promote the College and division by serving on task forces, committees and participating in events within the College and community as needed.
- Assist the Executive Director, or designee, with the operation of the frontline function.
- Attend in-service and other job-related trainings and offerings.
- Assist in all program special events
- Other duties as required.

LICENSES, TOOLS, AND EQUIPMENT:

ENVIRONMENTAL CONDITIONS:

This position is not substantially exposed to adverse environmental conditions.

REQUIRED QUALIFICATIONS:

- Bachelor's degree, Associate's degree plus 2 years' experience coordinating a similar program or 4 years' experience coordinating a similar program.
- Advanced computer spreadsheet, database and word processing experience
- Valid driver's license and the ability to operate a motor vehicle safely.

PREFERRED QUALIFICATIONS:

- Strong interpersonal skills.
- Strong organizational skills with attention to detail.
- Ability to communicate effectively, verbally and in writing.
- Ability to work independently with minimal supervision.
- Ability to work collaboratively in a team-oriented environment

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.