



**INVITES APPLICATIONS FOR:
Drivers Education Coordinator**

This position coordinates the Lane County Driver Education Initiative grant implementation. The position works with districts and private providers to enhance the number of trained driver education instructors available and local instructor training options,, and coordinates the implementation of county-wide options for driver education training targeting high school age youth.

Closing Date	Start Date	Salary
May 3, 2018 Or until filled	Upon Selection	\$36,650 annually

**260 day position; 1.0 FTE (Full Time Equivalency)
Grant funded through September 30, 2019**

About Lane ESD

In providing services to Lane County school districts, Lane ESD seeks to fulfill our core purpose of **Shaping the Future: Supporting Excellence in Education**. Lane ESD employees strive to embody core values of equity, commitment, leadership, collaboration, and integrity.

The mission of education service districts is to assist school districts and the Department of Education in achieving Oregon's educational goals by providing equitable, high quality, cost-effective and locally responsive educational services at a regional level. The ESD partners with school districts, local universities and community college, and other community agencies in providing quality services to the component school districts in Lane County.

Lane Education Service District provides a wide array of services to the 16 School Districts in Lane County serving about 45,000 students. Services in special education, school improvement, technology, and administrative services are designed to support districts in meeting the challenge of serving a diverse student population. We focus on systemic school improvement, multicultural curriculum, and assisting districts in development of students who are well prepared to be global citizens. Additional information about Lane ESD is available at www.lesd.k12.or.us

Lane ESD encourages and supports employee professional growth as we seek to meet the needs of students and school staff throughout the county.

CORE VALUES

Equity ...
we support a respectful work environment and access to educational services to all students

Commitment ...
to district and student success

Leadership...
that is informed, responsive, visionary and planful

Collaboration...
actively engaged with our partners to achieve success

Integrity...
approach our work with ethical actions, making and keeping commitments, courage and humility

Position Available – Drivers Education Coordinator

We are looking for talented, forward thinking, energetic candidates who can support Lane ESD's Vision and Core Values.

Key Responsibilities

1. Implement the scope of work outlined Lane County Driver Education Initiative grant.
 - a. Plan and facilitate program development meetings for consortium districts in establishing and maintaining county-wide driver education framework.
 - b. Establish and maintain procedures for implementation of county-wide driver education options.
 - c. Maintain regular contact with district liaisons to ensure ongoing needs assessment related to program implementation.
 - d. Develop promotional materials for students and parents to encourage enrollment in an ODOT approved driver education program.
 - e. Coordinate allocation of driver education tuition support funds.
 - f. Maintain student enrollment/completion records for the purpose of ODOT reimbursement.
 - g. Coordinate ordering of books/workbooks from ODOT for county-wide classes.
2. Assist in recruitment of potential driver education instructors.
3. Coordinate with Western Oregon University for driver education instructor trainings.
4. Collect and analyze data for project improvement and evaluation.
5. Maintain accurate and up-to-date knowledge of ODOT driver education program requirements.
6. Participate in regional, state, community and local meetings to disseminate information, network with resource providers, and advocate for resources to effectively meet the needs of eligible youth.
7. Develop sustainability plan for maintaining driver education in Lane County focusing on access and affordability.
8. Coordinate and assist with identification and development of resources, including community partnerships and grants to maintain or enhance county-wide driver education.

Qualifications

1. Bachelor's degree in education, communication or related area is required.
2. One-two years' experience with coordination of multi-agency projects required.
3. Experience facilitating or training school staff, community, and/or parent groups is preferred.
4. Experience with marketing programs and developing resources preferred.
5. The ability to communicate effectively (both orally and in writing) with students, parents and staff, and the ability to maintain confidentiality when dealing with student, staff and/or parent information is required.
6. Proficiency in the use of web-based communication tools and information sharing systems, spreadsheet, and word processing software to perform the duties of the position and knowledge of basic bookkeeping processes are required.
7. A valid Oregon driver's license and the ability to provide transportation to work sites is required.

To Apply		
Submit/Click	Contact	
https://lesd.tedk12.com/hire/index.aspx	(541) 461-8244 hr@lesd.k12.or.us	1200 Highway 99 North Eugene, OR 94702
<ul style="list-style-type: none"> • Applicants must complete an online application available at https://lesd.tedk12.com/hire/index.aspx in order to be considered for this position. Internet accessibility is available at Lane ESD and local libraries for applicants who do not have home internet access. 		
Application Instructions and Requirements		
<ul style="list-style-type: none"> <input type="checkbox"/> Applicants must complete an official Lane ESD application (see above link) to be considered for this position. <input type="checkbox"/> Applications must include a cover letter, resume and two letters of reference. <input type="checkbox"/> Only complete applications submitted by 5 p.m. on the closing date will be considered for the position. 		

Lane ESD is an equal opportunity employer, and complies with federal and state statutes which prohibit discrimination on the basis of race, color, national origin, religion, sex, age, handicap and marital status.

Equity ♦ Commitment ♦ Leadership ♦ Collaboration ♦ Integrity

Terms of Employment

- **1.0 FTE – 8 hours per day. Number of work days for the 2017-18 school year is based on classroom assignment. Benefits include: health insurance and 6 paid holidays per year. Applicants hired for this position are required to complete fingerprint-based criminal history verification and are responsible for the associated fees.**

Selection Process

Those applicants who best qualify in terms of relevant experience and training will be invited to participate in the selection process, which will consist, at the minimum, of an oral interview. Internal applicants with qualifications that are equal to other interviewees will be given preference. A fingerprint-based criminal history investigation is required for all positions. Applicants selected for interview will be contacted by phone. Applicants not interviewed will be notified in writing.

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