

Job Title: Driving Instructor

The driving instructor is responsible for providing comprehensive driver education to teens, adults, and rehabilitative students. The instructor must tailor lessons to accommodate various learning styles, including students with ADHD, anxiety, or other learning challenges. The role requires patience, adaptability, and strong communication skills to ensure students gain the confidence and skills necessary for safe and responsible driving.

Duties and Responsibilities:

. Instruction and training.

- Conduct behind-the-wheel driving instruction following state regulations and Certified Driving Schools curriculum guidelines.
- Teach defensive driving techniques, road safety laws, and proper vehicle operation.
- Adapt teaching methods to meet the needs of the student.
- Provide structured and supportive instruction that encourages confident and safe driving habits.
- Use Oklahoma Department of Public Safety terminology and guidelines in lessons.

Student Assessment and Progress Monitoring

- Evaluate student performance and provide clear, constructive feedback.
- Maintain timely and accurate records of student attendance, progress, and lesson results.
- Identify areas of improvement and adjust lesson plans as needed to ensure comprehension and skill development.

Safety and Compliance

- Ensure all driving lessons adhere to state laws, regulations, and policies.
- Monitor student behavior and anxiety level and intervene as necessary to maintain safety during lessons.
- Keep training vehicles clean, well-maintained, and equipped with necessary items and safety features.

Communication and Support

- Communicate effectively with students, parents, and guardians regarding lesson progress and areas for improvement.
- Offer reassurance and strategies to help students manage anxiety and build skills and appropriate confidence behind the wheel.
- Collaborate with office staff and other instructors to ensure consistency in instruction and scheduling.

Professional Development

- Stay up to date with changes in traffic laws, best practices in driver education, and teaching strategies for neurotypical and neurodiverse students.

- Attend required meetings, training, certifications, and continuing education as needed.

Qualifications:

1. Valid driver's license with a clean driving record.
2. Willingness to learn and improve driving habits.
3. Strong communication, patience, and problem-solving skills.
4. Ability to remain calm in high-pressure situations and provide clear instructions.
5. Ability to think and react quickly and calmly.
6. Available evenings and weekends.
7. Teaching experience is preferred.
8. Willing to learn about students with ADHD, anxiety, or other learning challenges.

Driving Instructors sometimes work in classroom settings and always in vehicles on public roads. The role requires prolonged periods of sitting, driving, and interacting with students in potentially high-stress situations. Instructors must be alert and responsive at all times to ensure safety.

We look forward to learning more about you. Please answer a few questions to be considered for this role with our company.

Please note: To be considered for the position of Driving Instructor, all screening questions must be answered with "Yes". Unfortunately, answering "No" to any question will mean you are not eligible to proceed in the hiring process.

QUIZ:

- 1) **Are you willing to undergo an FBI background check as required by Certified Driving Schools of all potential instructors?**
- 2) **Can you reliably commute to this job's location?**
- 3) **Are you authorized to work in the U.S.?**
- 4) **Do you have either a high school diploma or GED?**
- 5) **Are you 21 years old or older?**
- 6) **Do you have a valid driver's license that has not been suspended, canceled, revoked, or denied within the past thirty-six (36) months, and does not reflect more than eight (8) point violations on driving record?**
- 7) **Do you have at least four years driving experience with at least two of those years in the United States?**
- 8) **Does your health status enable you to be alert and responsive for multiple hours riding in a car?**