

SUPPLEMENT PERFORMANCE RESPONSIBILITIES

TITLE: Coordinator of Traffic Safety Center

QUALIFICATIONS:

- Required: Valid Florida Educator’s Certificate

REPORTS TO: Principal and District Supervisor of Driver Education

SUPERVISES: Five teachers in a team approach for teaching the laboratory phase of Driver Education. Maintains Traffic Safety Center (TSC)

JOB GOAL: To provide a quality Driver Education program to all qualified students of Alachua County. To maintain and schedule a facility used by community safety programs, such as, the Sherriff’s Motorcycle Safety program.

PERFORMANCE RESPONSIBILITIES:

- Schedule the laboratory phase of Driver Education for students.
- Schedule the use of the facility for driver-education night for adults and high school students.
- Procure and maintain a fleet of Driver Education vehicles for use in all programs.
- Assume responsibility for the maintenance of the Traffic Safety Center.
- Assume responsibility for the planning and disbursement of the budget allotted to the Center.
- Schedule and register students and administer the summer school Driver Education program.
- Hire and be responsible for custodian and teachers assigned to TSC.
- Prepare time sheets and payroll for after-hour program.
- Work with local agencies relating to traffic safety programs.
- Provide daily on-site supervision in the implementation of the total program.

TERMS OF EMPLOYMENT: Annual Appointment by District Supervisor, Driver Education

EVALUATION: District Supervisor of Driver Education

Approved by: _____ Date: _____
(Principal)

Reviewed and agreed to by: _____ Date: _____
(PRINT – Employee’s Name)

Reviewed and agreed to by: _____ Emp. ID #: _____
(Employee’s Signature)

**IRS REGULATIONS REQUIRE A WITHHOLDING RATE OF 28%
ON ALL SUPPLEMENTAL PAY AS OF JANUARY 1, 1994.**