

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: **CASUAL DRIVER'S EDUCATION INSTRUCTOR**

PURPOSE: Educate, train and guide students enrolled in the Education Technology Institute's Driver's Education program. Coordinate driver's education permit prep classes and the behind the wheel driving lessons.

QUALIFICATIONS:

Education: Licensure as a Private Driver Training School Instructor (PDTS) or ability to obtain one within 60 days of hire

Experience: Proven experience as a driving instructor

Skills, Abilities, and Knowledge:

- a. Problem solving ability where independent judgment may be required
- b. Well organized and accountable
- c. Ability to work independently with little supervision
- d. Excellent interpersonal skills
- e. Effective oral and written communication skills
- f. Machine operation including calculator, photocopier, etc.
- g. Basic computer knowledge and skills.

REPORTS TO: ETI - Assistant Director

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur constantly

Physical Efforts: Light physical effort in a predominately sitting position while driving. May include standing, sitting, bending, stooping, lifting, grasping, and stretching.

Special Demands: Driving, traveling and potential eye strain.

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Valid driving instructor's license or certification. Must possess Valid PA driver's license, clean driving record, verification of care insurance coverage, as well as reliable transportation (validated yearly minimum). Alternative hours, alternative locations.

Duties may include any or all of the following: This list is intended to be representative.

01. Preparing lessons that are tailored to students' needs.
02. Providing instruction on the parts and functions of a vehicle and PA driver's manual.
03. Teaching practical skills related to all aspects of driving.
04. Helping students to develop confidence in their driving skills.
05. Gaining control of the vehicle during emergency situations.
06. Calming students who are in distress.
07. Documenting and reporting on students' progress.
08. Informing students when they are ready to take the driver's test.
09. Reporting statistics monthly.
10. Reporting all accidents to the compliance manager.

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

Revised 11/2025

PAY GRADE: \$30/HOUR

WEEKLY HOURS: As needed

EMPLOYMENT CLASSIFICATION: Non-Exempt