

NANTUCKET PUBLIC SCHOOLS
NANTUCKET, MA 02554

M E M O R A N D U M

TO: All Staff
FROM: Superintendent's Office
RE: Anticipated Vacancy
DATE: August 8, 2018

POSITION	AVAILABLE DATE
Nantucket Community School	August 20, 2018 – June 30, 2019
Drivers Education Coordinator	Full time, benefit eligible

DESCRIPTION:

Nantucket Community School is seeking a Driver's Education Coordinator. This individual will be responsible for the oversight and management of the Driver's Education program. This job will include data tracking, input of the adult drivers and junior operators, management of the driver's education instructors, and the scheduling of all of the classroom training sessions and weekly road tests. The Driver's Education Coordinator will be trained in the RMV's Atlas Portal software in addition to a 65-hour driver's education training. Upon completion of the 65-hour training the coordinator will aid with the teaching of both the in-car and classroom components of driver's education.

COMBINED QUALIFICATIONS:

- High school diploma or equivalent required.
- Exceptional organizational skills.
- Clean driving record.
- Experience in classroom management and teaching preferred but not required.
- Strong written, verbal and interpersonal communication skills required.
- Strong leadership, positive attitude, attention to detail and ability to manage time efficiently.
- Bilingual in Spanish & English preferred

APPLICATION: Interested candidates should apply by August 17, 2018 to the Nantucket Community School Director and the Superintendent of Schools. Candidates are requested to submit a letter of interest, resume and NCS Application via email to RobertsT@npsk.org and CozortM@nps.k12.ma.us.