



Nantucket Community School

Job Posting

- TITLE:** DRIVER'S EDUCATION COORDINATOR
- REPORTS TO:** Nantucket Community School Executive Director
- TERMS OF EMPLOYMENT:** This is a full-time, benefit-eligible, year-round position. This position will be available for full-time employment as of January 1, 2025. Part-time work is available before January 1, 2025, upon request. The starting salary range is \$65,000 to \$75,000, commensurate with experience.
- JOB SUMMARY:** The Driver's Education Coordinator is responsible for all aspects of the NCS Driver's Education program, including supervision of personnel, program development, and budget management.

QUALIFICATIONS:

- Previous experience in an administrative or supervisory role.
- Bachelor's Degree or higher in a related field (adolescent development, education, project management)
- Experience working with adolescents preferred
- Bilingual in Spanish/English preferred
- Budget experience preferred and/or capacity to quickly learn and apply procedures used to manage a budget
- Computer literate in Google Suites, online registration systems, and/or an initiative to learn other computer programs as required
- Ability to establish and maintain effective working relationships with others
- Ability to converse with members of the public in a pleasant and effective manner

APPLICATION: Position opened until filled. Interested candidates should apply to the NCS Executive Director. Candidates are requested to submit a letter of interest, resume, and NCS

application via email to graziadeia@npsk.org. Full job description available upon request.
Applications can be found at www.nantucketcommunityschool.org