



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Drinking Driver Program Instructor PT**
Jurisdictional Class: Competitive
Civil Division: Cayuga-Onondaga BOCES
Adoption: CSM 8/12/09
Revised: CSM

DISTINGUISHING FEATURES OF THE CLASS:

This position involves the responsibility for planning and conducting a BOCES sponsored Drinking Driver Program in accordance with NYS Department of Motor Vehicles guidelines and curriculum. The incumbent works as a member of a two-person instructional team attempting to rehabilitate motorists convicted of substance abuse driving offenses. The incumbent provides classroom instruction and experimental learning exercises, screens students for current substance abuse, and makes referrals for formal substance abuse/dependency evaluations. The work is supervised by a BOCES program administrator with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Lesson plans must be available for review by the staff at NYS Department of Motor Vehicles. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Develops lesson plans based on NYS Department of Motor Vehicles Drinking Driver Program curriculum designed to enable program participants to examine their arrest experiences and make appropriate driving decisions in the future;
Creates active class involvement through group discussions, values, clarification exercises, film segments, and writing and speaking assignments;
Assesses participant understanding and participation and revises instructional methods as needed to ensure full understanding and participation;
Screens participants for substance abuse using standardized screening materials and makes referrals for formal substance abuse/dependence evaluations as needed to clinics certified by the NYS Office of Alcoholism and Substance Abuse Services and/or to professionals licensed by the NYS Education Department;
Records attendance and monitors class participation;
Meets with a program administrator and reports verbally and in writing on the work performed as needed;
Creates and maintains basic records related to the work performed;
Maintains privacy requirements regarding program participants.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Good knowledge of the of the NYS Department of Motor Vehicles Drinking Driver Program goals and concepts;
Good knowledge of facilitative teaching methods;
Working knowledge of substance abuse/dependency theory;
Working knowledge of principles and practices of motor vehicle accident prevention;
Working knowledge of principles, practices, and techniques used in the preparation of lesson plans;
Ability to develop lesson plans;
Ability to obtain active class involvement, assess the level of student understanding, and make adjustments as necessary;
Ability to screen participants for substance abuse and make referrals for formal substance abuse/dependency evaluations;
Ability to communicate effectively both orally and in writing;
Ability to establish and maintain effective working relationships with others;
Ability to understand and follow oral and written instructions;
Ability to organize and maintain basic records and files;
Ability to operate audio-visual equipment.

MINIMUM QUALIFICATIONS:

Graduation from high school or a high school equivalency diploma AND:

(A) Two years of professional experience in group counseling; OR

(B) Two years of professional teaching experience; OR

(C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

NOTE: Thirty college semester credit hours in psychology, counseling, social work, human services, highway safety, or related field at a regional accredited college or university or one accredited by the NYS Board of Regents to grant degrees may be substituted for up to one year of experience.

(Competitive per NYSCSC 9/21/11)