

Milagros R. Fornell, Associate Superintendent
Curriculum and Instruction

**SUBJECT: REQUEST FOR AUTHORIZATION TO UPDATE THE
DISTRICT MASTER PLAN FOR IN-SERVICE EDUCATION
2009-2014 BY ADDING COMPONENTS FOR DRIVER
EDUCATION ADD-ON**

COMMITTEE: SCHOOL SUPPORT ACCOUNTABILITY

**LINK TO STRATEGIC
FRAMEWORK: SCHOOL/DISTRICT LEADERSHIP**

The Florida Department of Education requires that school districts revise their add-on endorsement courses every five years to insure that they are aligned to the latest state and national standards. Once revised and approved, the courses will be added to the District's Master Plan for In-Service Education 2009-2014.

The following Driver Education courses have been revised and the courses have been developed in 60-hour increments in the following in-service components:

- 1-014-537 – Basic Driver Education/Traffic Safety
- 1-014-538 – Advanced Driver Education/Traffic Safety
- 2-014-539 – Administration and Supervision of Driver Traffic Safety Education

Copies of the revised components are attached.

There is no additional cost to the District associated with this item.

RECOMMENDED: That The School Board of Miami-Dade County, Florida, approve the newly revised Add-on Endorsement Plan for Driver Education prior to submission to the Florida Department of Education (FLDOE)

MF/MdeA:cm

D-1

1. PROGRAM TITLE

Add-on Certification Program: Driver Education Endorsement

2. PROGRAM RATIONALE AND PURPOSE

The responsibility of providing driver education programs for those secondary education students who want to participate in a driver education program prompts Miami-Dade County Public Schools to make available to practicing educators those courses which will provide for them coursework addressing the skills and competencies to teach driver education.

The Driver Education Endorsement as specified in 6A-4.0131, FAC, requires that individuals receiving the endorsement meet the following requirements:

- a. A bachelor's degree or higher with certification in another area.
- b. Nine (9) semester hours in driver education to include the areas specified below:
 - Three (3) semester hours in Basic Driver Education/Traffic Safety;
 - Three (3) semester hours in Advanced Driver Education/Traffic Safety; and
 - Three (3) semester hours in Administration and Supervision of Driver Traffic Safety Education.

3. PROGRAM CONTENT AND CURRICULUM

The content of the program is based upon the specialization requirements for endorsement in Driver Education as stated in 6A-4.0131, FAC, Specialization Requirements for Endorsement in Driver Education – Academic Class. The program curriculum includes coursework and associated experiences in basic driver education, advanced driver education, and administration and supervision of driver traffic safety education.

The competencies to be addressed in each course are stated as general and specific objectives in the components that are included in the Add-on Certification Program for Driver Education Endorsement. Each component has been developed in accordance with the requirements for Master Plan for In-service Education components and will be included in the Master Plan for In-service Education. Participants must demonstrate competency on 80% of the course objectives to receive credit for the component.

Professional Education Competencies

The professional education competencies that are specific to driver education are addressed in the specialized courses required for the M-DCPS Add-on Certification for Driver Education Endorsement. To be eligible to participate, a teacher must hold a certification in an academic class area. A teacher with a certificate in an academic area

would have met the professional education competencies required for certification in the specific coverage and no additional work would be needed.

4. INSTRUCTIONAL DESIGN AND DELIVERY

Instructional Strands

The instructional strands are reflected in the in-service training components required for the M-DCPS Add-on Certification Program for Driver Education Endorsement. The instructional strands for endorsement in driver education are basic driver education/traffic safety, advanced driver education/traffic safety and the administration and supervision of driver traffic safety education. Each in-service training component emphasizes one of these major topics and serves as the organizational basis to insure that the identified competencies have been addressed. The major topics to be covered in each component are identified in the specific objectives of the component. Participants must demonstrate competency on 80% of the course objectives in order to receive credit for the course.

The required components for endorsement in Driver Education are:

Component #	MPP	Component Title
1-014-537	60	Basic Driver Education/Traffic Safety
1-014-538	60	Advanced Driver Education/Traffic Safety
1-014-539	60	Administration and Supervision of Driver Traffic Safety Education

Training Components

The in-service training components included in the M-DCPS Add-on Certification Program have been developed as specified in the Procedural Manual for Master In-service Plan and Developing the Master In-service Plan. The in-service training components included in the M-DCPS Add-on Certification Program for Driver Education Endorsement are included herein.

Instructional Delivery

The coursework will include classroom and field experiences. With the exception of field-based components, approximately 90% of the course time will be spent on the content through direct instructor-participant contact hours. Detailed courses of study for each course include content as well as methodological strategies. Master Plan Points have been assigned to each course in accordance with the practices followed by Professional Development and as outlined in the Master Plan for In-service Education. The courses will be scheduled at M-DCPS school sites at times that do not interfere with employment.

Within the structure of the program, the courses can be offered through different funding sources. The courses may be offered, for example, through Professional Development, Life Skills, or other offices using funds for related and/or appropriate programs.

Instructors

Instructors to be used in the delivery of coursework toward the driver education endorsement will meet the following qualifications:

1. Educators holding certification in the field or endorsement in Driver Education/Traffic Safety, and experienced teachers in this field;
2. Faculty from the local institutions of higher education (community colleges, colleges or universities);
3. Qualified personnel from the Division of Driver Licenses; and/or
4. Qualified personnel from the National Safety Council.

5. COMPLETION REQUIREMENTS

For successful completion, the participant will satisfactorily complete all the appropriate courses needed for the endorsement. The successful completion of each required course will document that the participant has attained the competencies and skills addressed in and specific to the course. As stated in the Evaluation procedures of the component for each course, to successfully complete the course, a participant must:

- (a) complete a posttest or other valid measure to show competency on 80% of the course objectives;
- (b) complete all individual and group activities at a level of quality established by the instructor; and
- (c) complete all written assignments at a level that demonstrates the ability to write well on a topic.

Upon receipt of notification from a participant that has completed the required coursework, the Instructional Certification Office will verify program completion by submitting FORM CT-116 to the Florida Department of Education.

6. PROGRAM EVALUATION

The overall effectiveness of the M-DCPS Add-on Certification Program will be determined by evaluating the program, the courses, and the participants using the strategies described below.

Program

Participants, instructors and district staff will evaluate the M-DCPS Add-on Certification Program for Driver Education Endorsement in the following areas:

1. Scope and sequence of courses;
2. Instructional materials;
3. Relevance to effective teaching and learning; and
4. Adequacy of preparation for teaching assignment/study.

In addition, in order to assess the overall effectiveness of the M-DCPS Add-on Certification Program for Driver Education Endorsement, participants completing the program will be required to complete an online end-of-course evaluation which will provide feedback regarding the management and operation of program activities.

Course/Component

The effectiveness of the course content of the M-DCPS Add-on Certification Program for Driver Education Endorsement will be determined by the participants' performance in the required courses. At least 90% of program participants will demonstrate increased knowledge as indicated by pretest-posttest results, or other identified assessments, for each component.

The evaluation of the pedagogical aspects of each component is included in the end-of-course online evaluation completed by each participant. The online evaluation will focus on the following:

1. Appropriateness and relevancy of subject matter objectives;
2. Clarity of presentation; and
3. Extent to which instructional activities relate to instructional objectives.

Feedback from these online evaluations will be used to assess the pedagogical effectiveness of each component.

Participant

The degree to which participants increase their knowledge of content will be indicated by pretest-posttest achievement gains. The major instructional objectives are identified for each of the components included in the Add-on Certification Program and pretest-posttest items will be constructed from the objectives.

Participants must demonstrate competency on 80% of the course objectives in order to be successful. Assessment strategies will include written tests, classwork, homework, observations, written/oral reports, quizzes, class participation, and portfolio activities.

7. PROGRAM MANAGEMENT

Implementation of the M-DCPS Add-on Certification Program is the responsibility of Professional Development and Life Skills. Other district offices and partner organizations may assist in the implementation of the program activities, as appropriate.

The program administrators in Professional Development and Life Skills will be responsible for disseminating information about the Add-on Certification Program, maintaining participant and program files, coordinating program activities, collecting evaluation data, and providing information regarding the Add-on Certification Program when requested by M-DCPS and/or Florida Department of Education staff. Upon participant request, the Instructional Certification Office will certify the completion of program requirements by submitting FORM CT-116 to the Florida Department of Education.

Application, Admission, and Advisement

To be eligible for the M-DCPS Add-on Certification Program for Driver Education Endorsement, a teacher must meet the following criteria:

- (a) Full-time instructional employee of M-DCPS;
- (b) Hold a valid Florida Educator's Certificate (Temporary or Professional) in an academic class area;
- (c) Must not be on a professional improvement plan; and
- (d) Meet any additional criteria established by the Superintendent, School Board, or Florida Department of Education.

The program administrators from Professional Development and Life Skills are available to discuss formal entry and to advise or counsel participants on program requirements and course offerings.

Attendance

Attendance is mandatory. Participants must attend the required number of hours specified for each course. Absences or excessive tardiness will jeopardize a participant's ability to successfully complete a course. Class work missed due to a serious illness or extreme emergency will have to be satisfied through an agreement with the instructor.

Transfer of Credit

In-service credits earned while employed in another district may be transferred via the Professional Development Data Center, provided that the course content is equivalent to

or of a higher level than the required course and that the course was taken as part of an Add-on Certification Program.

Adding the Endorsement

The application process for obtaining Add-on Certification involves two (2) steps:

1. The participant will submit Form CG-10 to the Florida Department of Education, with appropriate payment, requesting addition of the Driver Education Add-on Certification to the teaching certificate.
2. The participant will notify the M-DCPS Instructional Certification Office of their completion of course requirements and request the submission of Form CT – 116 to the Florida Department of Education.

**Component Design
(60 Master Plan Points)**

TITLE: BASIC DRIVER EDUCATION/TRAFFIC SAFETY

NUMBER: 1-014-537

GENERAL OBJECTIVE(S):

To acquire knowledge in basic driving/traffic safety skills and competencies in order that the instructor can provide appropriate training to the participants.

SPECIFIC OBJECTIVES: Participants will be able to:

1. Describe basic aspects of the Highway Transportation System (HTS) – its purpose, major elements, effectiveness, and the roles played by man in the system.
2. Describe basic vehicle control, including exterior and interior pre-motion checks, control of motion and direction, and basic maneuvers.
3. Describe and interpret signs, signals and pavement markings.
4. Describe the need for identifying potential hazards in traffic, making predictions about possible occurrences, making wise decisions for action based on minimum risk, and describe appropriate execution of these decisions.
5. Describe the management of space requirements in all driving situations.
6. Describe the skills required to effectively control and take proper actions in emergency situations to avoid a collision or minimize the impact if unavoidable.
7. Describe needed measures for correcting or minimizing the effects of temporary or permanent physical defects or limitations.
8. Describe the legal and moral responsibilities at the scene of highway collisions.
9. Describe the effects of attitudes and emotions on driving decisions.
10. Describe the effect of alcohol and other drugs on driving.

11. Describe the importance of vehicle maintenance for safe and efficient operation.
12. Describe the requirements for compliance with the laws that apply to drivers as well as owners of motor vehicles.
13. Describe the principles and practices related to trip planning.
14. Describe the operation and interaction of motorcycles in the Highway Transportation System.
15. Describe specific decisions to be made when interacting with other users of the Highway Transportation system other than automobile drivers.
16. Describe the value and use of occupant vehicle restraints and other built-in safety features and devices.
17. Describe the need for actively supporting traffic law enforcement agencies and assisting in the improvement of the highway safety program.

ACTIVITIES:

1. Attend the instructor's lecture(s) and demonstration(s).
2. Complete all assignments as identified by instructor and consistent with course objectives.
3. Attend additional workshops, conferences and presentations designed for individuals working with driver education issues and concerns.

EVALUATION:

1. Participant will complete a posttest covering content addressed by the Specific Objectives with 80% accuracy.
2. Participant will satisfactorily complete all assignments.
3. Participant will complete the online evaluation supplied by the Professional Development Data Center.

**Component Design
(60 Master Plan Points)**

TITLE: ADVANCED DRIVER EDUCATION/TRAFFIC SAFETY

NUMBER: 1-014-538

GENERAL OBJECTIVE(S):

To acquire knowledge in advanced driving/traffic safety skills and competencies in order that the instructor can provide appropriate training to the participants.

SPECIFIC OBJECTIVE(S): Participants will be able to:

1. Describe basic aspects of the Highway Transportation System (HTS) – its purpose, major elements, effectiveness, and the roles played by man in the system.
2. Describe and demonstrate basic vehicle control, including exterior and interior pre-motion checks, control of motion and direction, and basic maneuvers.
3. Describe and interpret and react properly to signs, signals and pavement markings.
4. Describe the need for identifying potential hazards in traffic, making predictions about possible occurrences, making wise decisions for action based on minimum risk, and describe appropriate execution of these decisions.
5. Describe and demonstrate the management of space requirements in all driving situations.
6. Describe and demonstrate the skills required to effectively control and take proper actions in emergency situations to avoid a collision or minimize the impact if unavoidable.
7. Describe needed measures for correcting or minimizing the effects of temporary or permanent physical defects or limitations.
8. Describe the legal and moral responsibilities at the scene of highway collisions.
9. Describe the effects of attitudes and emotions on driving decisions.
10. Describe the effect of alcohol and other drugs on driving.
11. Describe the importance of vehicle maintenance for safe and efficient operation.

12. Describe the requirements for compliance with the laws that apply to drivers as well as owners of motor vehicles.
13. Describe the principles and practices related to trip planning.
14. Describe the operation and interaction of motorcycles in the Highway Transportation System.
15. Describe specific decisions to be made when interacting with other users of the Highway Transportation System other than automobile drivers.
16. Describe the value and demonstrate the use of occupant vehicle restraints and other built-in safety features and devices.
17. Describe the need for actively supporting traffic law enforcement agencies and assisting in the improvement of the highway safety program.

ACTIVITIES:

1. Attend the instructor's lecture(s) and demonstration(s).
2. Complete all assignments as identified by instructor and consistent with course objectives.
3. Attend additional workshops, conferences and presentations designed for individuals working with driver education issues and concerns.

EVALUATION:

1. Participant will complete a posttest covering content addressed by the Specific Objectives with 80% accuracy.
2. Participant will satisfactorily complete all assignments.
3. Participant will complete the online evaluation supplied by the Professional Development Data Center.

**Component Design
(60 Master Plan Points)**

**TITLE: ADMINISTRATION AND SUPERVISION OF DRIVER TRAFFIC SAFETY
EDUCATION**

NUMBER: 1-014-539

GENERAL OBJECTIVE(S):

To introduce instructors to the Highway Transportation System and teaching strategies that will develop driving knowledge related to today's and tomorrow's motorized society. It will also provide an in-depth study of the scope and nature of preparing curriculum content for a diversified society.

SPECIFIC OBJECTIVES: Participants will be able to:

1. Identify the different job opportunities under the direction of the Highway Transportation System.
2. Identify the various safety programs offered by the National Safety Council and the Highway Transportation System.
3. Describe the various resources available for use in the traffic safety program.
4. Describe the history of traffic safety in the United States and its future trends.
5. Identify the natural laws applicable to traffic and how they apply to the traffic safety education.
6. Plan a lesson for safe travel from the east to the west coast including map studies.
7. Identify the various service organizations available to the drive education participant.
8. Adapt a lesson plan to accommodate students with special needs.
9. Recognize culturally diverse interpretations to common curriculum concepts.
10. Describe the need for a wide range of exploratory experiences for driver education.

11. Design a driving range for a school and/or community school program.
12. Describe the importance of a driver education program as it relates to the automobile insurance industry.
13. Identify and discuss those factors that are relevant when purchasing an automobile.
14. Identify some of the medical reasons that would prohibit an individual from obtaining a driver's license.
15. Demonstrate knowledge of the Division of Driver's License and its function relative to the driver education/traffic safety program.
16. Demonstrate knowledge of the Florida Department of Education driver education curriculum and its importance to the driver education/traffic safety program.
17. Demonstrate knowledge of the Florida Division of Motor Vehicles DELAP Program and its importance.
18. Identify and discuss some of the societal reasons that would keep an individual from maintaining a driver's license.
19. Identify procedures to follow when there is no standardized test to assess driving skills.

ACTIVITIES:

1. Attend the instructor's lecture(s) and demonstration(s).
2. Complete all assignments as identified by instructor and consistent with course objectives.
3. Attend additional workshops, conferences and presentations designed for individuals working with driver education issues and concerns.

EVALUATION:

1. Participant will complete a posttest covering content addressed by the Specific Objectives with 80% accuracy.
2. Participant will satisfactorily complete all assignments.

3. Participant will complete the online evaluation supplied by the Professional Development Data Center.