**Drivers Education Instructor** (PT)

Albany Technical College seeks a part-time Drivers Education Instructor. Under general supervision, the Drivers Education Instructor will be responsible for instructing Drivers’ Education classes according to Joshua’s Law and the requirements set forth by the Georgia Department of Driver Services and the Governor’s Office of Highway Safety. He/she will coordinate, teach and assist students in the classroom and on both the driving range and over the road in developing skills necessary to obtain a Class C Driver’s License. The Drivers Education Instructor will assess students’ skills, knowledge and/or abilities pertaining to driving to provide feedback to students and administration. He/she will collaborate with a variety of parties to improve the quality of student outcomes, develop solutions and plan curriculum. The Drivers Education Instructor will coordinate the Driver’s Education program to ensure the availability of items while meeting grant/program guidelines. He/she will instruct students (e.g. car control, defensive driving strategies, handling emergencies, driving in adverse conditions, auto safety, etc.) The Drivers Education Instructor will manage student behavior to ensure a safe and optimal learning environment. He/she will participate in a variety of trainings, meetings, and seminars to convey and/or gather information required to perform functions. He/she will prepare instructional materials, documents, and a variety of manual and electronic files and records (e.g. grades, attendance, pass/fail reports) for the purpose of implementing lesson plans and documenting student progress while providing necessary information to appropriate parties. He/she will provide appropriate time and/or schedules for drivers training and timely report incidents.

Conditions of Employment:

Upon completion of the selection process, the selected candidate will be provided a written contingent offer of employment which communicates that the offer is contingent upon the candidate meeting all of the following terms and conditions:

* Must become a certified Driver Education Instructor by successfully completing the DDS-provided online training and passing the Driver Education Instructor examination on the content of Joshua’s Law, the Teenage and Adult Driver Responsibility Act (TADRA), and the Georgia driver’s manual.
* Undergo a motor vehicle records check and meet the driving standards established in the Technical College System of Georgia (TCSG) Driver Qualification Procedure and accompanying DDS requirements.
* Undergo a state and national criminal history records check and meet the employment standards outlined in the TCSG Background Investigations Procedure and accompanying DDS requirements.
* Undergo a physical examination and be certified by the examining physician as meeting the requirements for service as a Driver Education Instructor.
* To received recertification before July 1, 2016, must undergo and receive a negative finding/result on a five (5) panel drug test.

**Minimum Qualifications:** Applicant MUST be 21 years of age, have a High School Diploma or GED, \*AND\* have a valid driving license.

**Preferred Qualifications:** A background in driver’s education which includes a combination of classroom, driving range, and over-the-road instruction in the safe operation of a motor vehicle.

**Physical Demands:** Work is typically performed in a classroom environment with intermittent sitting, standing or walking in various settings. Work is also performed in a Driver Education equipped vehicle, which would require sitting for extended periods. The employee occasionally lifts or moves objects of a light to medium weight, up to 25 pounds. The ability to speak clearly, hear and understand at a normal conversational level is required. Full range of hand and finger motion is required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits; work hours will not exceed 29 per week. Salary is commensurate with education and work experience.

**Application Deadline:** Position will remain open until filled.All application packets MUST be completed via the Online Job Center at [www.albanytech.edu](http://www.albanytech.edu); please click on Albany Tech Employment. As a part of the application process, interested candidates shall be required to upload other documents including: a cover letter addressing qualifications, and a resume with complete work history including the names, addresses and phone numbers of professional (work-related) references, copies of unofficial transcripts from colleges/universities and any related training certificates (see job center listing for more details). Incomplete submissions will not be considered. For more information regarding this position or application instructions, please contact the Human Resources Office at [hr@albanytech.edu](mailto:hr@albanytech.edu). All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. Albany Technical College is an equal opportunity

employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law).

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

***If we are interested in scheduling an interview, a representative from our college will contact you***

|  |  |  |
| --- | --- | --- |
| **Title IX Coordinator:**  Kathy Skates, Vice-President of Administration  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3524 | **Equal Opportunity Officer:**  Lola K. Edwards-Director of Human Resources  1704 South Slappey Blvd.  Albany, GA 31701  229.430.1702 | **Section 504 Coordinator:**  Regina Watts, Special Needs Coordinator,  1704 South Slappey Blvd.  Albany, GA 31701  229.430.2854 |