**Drivers Education Instructor** (PT)

Dougherty County Campus

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. He/she should have good oral and written communication skills.

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.
* Undergo and receive a negative finding/result on a five (5) panel drug test in order to meet the recertification criteria.

**Minimum Qualifications:** The 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. Full range of hand and finger motion may be 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:** The position will remain open until filled.All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-1702. 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, fingerprinting, 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***

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| **Title IX Coordinator:**  Trenna Marshall HR Coordinator  1704 South Slappey Blvd.  Albany, GA 31701  229.430.3619 | **Equal Opportunity Officer:**  Lola K. Edwards-Executive 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 |