



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Adjunct Driver's Education Instructor (Part-Time)

Job Code: 32701

Campus Location: Augusta Site

Salary: \$22.00 / Hour

JOB SUMMARY

The **Adjunct Driver's Education Instructor** will teach Drivers' Education classes according to Joshua's Law and the requirements set forth by the Georgia Department of Driver Services (DDS) and the Governor's Office of Highway Safety. Instructors will coordinate, teach, and assist students in the classroom and on both the driving range and on the road in developing skills necessary to obtain a Class C Driver's License.

MINIMUM QUALIFICATIONS

- High School Diploma/GED is required.
- Must be at least 21 years of age.
- Must have the ability to:
 - Become a certified Driver Training Instructor through successful completion of the DDS-provided online training, the Driver Training Instructor's examination on the content of Joshua's Law, the Teenage and Adult Driver Responsibility Act (TADRA), and the Georgia driver's manual.
 - License a motor vehicle records check and meet the driving standards established in the Technical College System of Georgia (TCSG) Driver Qualification Procedure.
 - Clear a state and national criminal history records check and meet the employment standards outlined in the TCSG Background Investigations Procedure and accompanying DDS requirements.

A Unit of the Technical College System of Georgia

- Pass a physical examination and be certified by the examining physician as meeting the requirements for service as a Driver Training Instructor.
- Receive a negative finding/result on a five (5) panel drug test.
- Successfully complete Driver's Education training in the Modern Campus system prior to being offered a position.

PREFERRED QUALIFICATIONS

Three years of experience as a related instructor is preferred. POST Certification is desirable.

COMPETENCIES

- Conflict resolution skills
- Driving skills
- Skill in the use of computers and job-related software programs
- Skill in interpersonal relations
- Ability to develop lesson outlines and materials
- Ability to present subject matter clearly and concisely
- Ability to administer tests and evaluate student progress
- Ability to plan and manage projects
- Ability to prepare and maintain accurate records

MAJOR DUTIES

- Assesses students' skills, knowledge, and/or abilities pertaining to driving (e.g. driving skills, related knowledge, progress, expectations, goals, insurance, etc.) for the purpose of providing feedback to students and administration
- Collaborates with a variety of parties for the purposes of improving the quality of student outcomes, developing solutions, and planning curriculum
- Coordinates driver's education program (e.g. components, support needs, materials, equipment/supplies, teaching strategies, reserving space, driving range setup, etc.) for the purpose of ensuring the availability of items while meeting grant/program guidelines
- Instructs students (e.g. car control, defensive driving strategies, handling emergencies, driving in adverse conditions, auto safety, etc.) for the purpose of developing driving skills and knowledge pertaining to rules of the road and 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
- Manages student behavior for the purpose of providing a safe and optimal learning environment.
- Participates in a variety of trainings, meetings, and seminars for the purpose of conveying and/or gathering information required to perform functions
- Prepares teaching materials, documents, and a variety of manual and electronic documents, 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
- Reports incidents for the purpose of providing an appropriate time and/or schedule for driver training;
- Other duties as assigned.

APPLICATION DEADLINE: The position will remain open until filled. All application packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter(easyhrweb.com)). 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. 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. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

09/2025