



## Position Announcement February 2019

**Position:** Drivers Education Adjunct

**Employment Status:** Adjunct

**Application Deadline:** March 4, 2019

### **Position Summary:**

The Drivers Education Instructor will teach Drivers' Education classes as according to Joshua's Law and the requirements set forth by the Georgia Department of Driver Services and the Governor's Office of Highway and Safety. Instructors will coordinate, teach and assist students on both the driving range and over the road in developing skills necessary to obtain a Class C Driver's License. Instructor will be responsible for some data entry and for making schedules for individual student driving times. Maintains qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution.

### **Major duties include, but are not limited to the following:**

- 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 drivers 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 and Safety;
- Manages student behavior for the purposes of providing a safe and an 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 proving necessary information to appropriate parties;
- Reports incidents for the purpose of providing appropriate time and/or schedule for drivers training.

**Job Competencies:**

- Conflict resolution skills
- Driving skills
- Skill in developing lesson outlines and materials
- Skill in presenting subject matter
- Skill in administering tests to evaluate progress
- Skill in the use of computer and job related software programs
- Skill in interpersonal relations
- Ability to plan and manage projects
- Ability to prepare and maintain accurate records

**Physical Demands / Work Environment:**

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 lbs. 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.

**Minimum Qualifications:**

- Must be at least 21 years of age
- Possess a valid drivers license
  - *(Submit a 7 year MVR with the application process; please do **not** submit a drivers license copy)*
- High School Graduate or obtained a GED

**Preferred Qualifications, in addition to the minimum 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
- Current DDS Certification
- Experience in post-secondary education

**Conditions of Employment:**

- Must become a certified Driver Training Instructor by successfully completing the DDS-provided on-line training and passing the Driver Training Instructor's examination on the content of Joshua's Law, the Teenage and Adult Driver Responsibility Act (TADRA) and the Georgia Drivers manual.
- Undergo a motor vehicle records check and meet the driving standards established in the Technical College System of Georgia Driver Qualification Procedure.
- 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 Training Instructor.
- Undergo and receive a negative finding/result on a five (5) panel drug test.

**Location / Schedule:**

Position requires a combination of day, evening, and weekend hours. The work schedule of 29 hours per week or less will be determined by the actual class schedule. This position will provide services in the Houston County area with possibility of providing services as needed within the College's service area to include the following counties: Baldwin, Bibb, Crawford, Dooly, Jones, Monroe, Peach, Pulaski, Putnam, and Twiggs.

Work schedule of classroom teaching the 1<sup>st</sup> and 2<sup>nd</sup> Saturday of the month followed by classroom teaching from 4:30 p.m. to 7:30 p.m. Monday through Monday following the 2<sup>nd</sup> Saturday of the month class. The instructor must also complete 2 hours of behind the wheel driving with the student after the classroom instruction has been completed and before the end of the month. The 2-hours driving time is scheduled individually by the instructor with each student and could be for day, evening or weekend.

**Salary / Benefits:**

Hourly gross wage of \$18.00. Adjunct positions do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Temporary positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

**Application Procedure:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

DDS Drivers Education Instructor check

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cajohnson@centralgatech.edu](mailto:cajohnson@centralgatech.edu).

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.