



Position Announcement September 2023

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| Position: | Drivers Education Adjunct |
| Employment Status: | Adjunct |
| Position Location: | Multiple – See Location / Schedule Below |
| Work Hours: | Days / Evenings / Weekends: up to 29 hours per week as needed |
| Application Deadline: | Open Until Filled |

A review of the completed application packets will begin upon receipt. Interviews of qualified candidates will be held following review; the position may close at any time following October 5, 2023 based on candidate(s) selections.

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 responsibilities 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 providing necessary information to appropriate parties;

- Reports incidents for the purpose of providing appropriate time and/or schedule for drivers training.
- Completes all assigned trainings in a timely manner
- Other responsibilities as assigned

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 will 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 upload applicable certifications and document qualifications in the employment history:*

- Must be at least 21 years of age
- Possess a valid driver's license
- Earned High School Graduate or Earned equivalent

Preferred Qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented 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
- Documented current DDS Certification
- Documented 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.

Flexible work schedule is a combination of classroom instruction and behind the wheel driving. The classroom instruction consists two Saturdays per month (9:00 AM - 4:00 PM), and six weekday sessions (4:30 PM – 7:30 PM). Two-hour behind the wheel driving blocks are individually scheduled by the instructor throughout the remainder of the month. These driving sessions may be scheduled for daytime, evening, and/or weekends.

Note: Saturday classroom sessions are often split between multiple instructors.

Salary / Benefits:

Hourly gross wage of \$20.00. 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:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC election application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.

2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

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

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| Criminal History Records | Motor Vehicle Records |
| Employment References | Pre-Employment Drug Test |
| Fingerprint Records | Credit History Records |
| Psychological Screening | Medical Examination |

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cjohnson@centralgatech.edu.