

**Position Announcement**

**Driver’s Education Instructor**

Columbus Technical College is seeking an individual to serve as a Driver’s Education part-time instructor. 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 (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 over the road in developing skills necessary to obtain a Class C Driver’s License. **This is a part-time/non-exempt position.**

**Responsibilities:**

* 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 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 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.

**Competencies**

* Conflict resolution skills
* Driving skills
* Skill in the use of computer 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

**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 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.

**Minimum Qualifications**

* Must be at least 21 years of age, possess a valid driver’s license and a GED or high school diploma

**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

**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 Training Instructor by successfully completing the DDS-provided online training and passing the Driver Training 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 Training Instructor; and,

• Undergo and receive a negative finding/result on a five (5) panel drug test.

**Salary/Benefits**

Salary is commensurate with education and experience

**Application Deadline**

Applications accepted through August 22, 2019. Applicants must submit a Columbus Technical College employment application online at: <https://www.easyhrweb.com/JC_Columbus/JobListings/JobListings.aspx> and upload a cover letter, resume and copy of transcript(s) at time of application (Incomplete submissions will not be considered). **\*\*Please note: All references will be checked prior to employment offer. Post offer requirements will include a criminal background check and motor vehicle records check. \*\***

**Employment Policy**

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, gender, 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 Investment Act of 1998 (WIA) 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.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following persons have been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Henry Gross, Title IX Coordinator, at 706.649.1883 and Olive Vidal-Kendall, Section 504 Coordinator, at 706.649.1442.