



Driver's Education Instructor Part-time

Job Summary:

Georgia Northwestern Technical College is seeking Instructors for the Part-time position of Drivers Education Training Instructor for the Continuing Education Department on the Floyd, Walker, Whitfield/Murray, and Catoosa County Campuses. This position is part-time/hourly and does not include benefits. The Drivers Education Instructor will teach Driver 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 over the road in developing skills necessary to obtain a Class D Driver's License.

Conditions of Employment:

- Must become a certified Driver Training Instructor by successfully completing curriculum developed by the Georgia Department of Drivers Services (DDS) which includes 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 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.

Duties/Responsibilities:

- Instruct students on the many aspects of traffic safety (car control, defensive driving strategies, driving in adverse conditions, auto safety, etc.) for the purpose of developing skills and knowledge pertaining to safe driving;
- Maintain and update student records;
- Assesses student progress towards objectives, expectations, and/or goals for the purpose of providing feedback to students, parents, and administration;
- Manages student behavior for the purpose of providing a safe and optimal learning environment;
- Prepare classroom and range for class activities;
- Other duties assigned.

Competencies:

- Reliable, diplomatic, and exceptional organizational skills;

- Self-motivated, determined, and team-oriented;
- Works well without direct supervision;
- Open and receptive to constructive feedback;
- Able to prioritize, work under pressure, meet deadlines, and manage multiple projects simultaneously;
- Knowledgeable of modern office practices and procedures;
- Skilled in the operation of computers and job-related software programs;
- Proven decision-making and problem-solving skills;
- Ability to collaborate with others;
- Skilled in dealing with the public;
- Strong oral and written communication skills.

Required Qualifications: Must be at least 21 years of age and 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 and over-the-road instruction in the safe operation of a motor vehicle. POST (Peace Officers Standards Training) Certification or a Georgia Teacher's Certification.

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Starting Salary: \$25.00 per hour.

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check,

shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC 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). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.