

**POSITION:** Drivers Education Training Instructor**, Part-Time**

**CAMPUS: Vidalia**

**POSITION DESCRIPTION:** Southeastern Technical College is seeking applicants for a Driver’s Education Training Instructor within the Continuing Education Department located at the Economic Development Center (Vidalia). This position will be contract based 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. This position reports to the Executive Director of Economic Development.

**MINIMUM QUALIFICATIONS**

* High School Diploma or GED.
* Must be at least 21 years of age and possess a valid driver’s license.
* 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 and receive a negative result on a five panel drug screen test performed by an approved lab.
* Undergo a physical examination and be certified by the examining physician as meeting the requirements for service as a Driver Training Instructor.

**PREFERRED QUALIFICATIONS (Educational/Occupational Experience):**

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.

**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 collaborative with others;

• Skilled in dealing with the public;

• Strong oral and written communication skills.

**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.

SALARY/BENEFITS:

This is a contract position. Instructor will be paid an agreed upon amount for each class taught and completed. Salary is to be commensurate with education and work experience. The position is part-time and is therefore not eligible for health or flexible benefits.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job](http://www.southeasterntech.edu/about-stc/employment.php) [Center](http://www.southeasterntech.edu/about-stc/employment.php). As part of the application process, interested candidates will also be required to upload other documents such as a letter of interest, resume, and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact the Human Resources Office at 912-538-3230 or [mwalker@southeasterntech.edu](mailto:mwalker@southeasterntech.edu).

*As set forth in its student catalog, Southeastern Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Helen Thomas, Section 504 Coordinator, Room 165, 912-538-3126*

*Melanie Walker, Title IX Coordinator, Room 138B, 912-538-3230*