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**SWAINSBORO** • 346 Kite Road • Swainsboro, Georgia 30401 • Phone (478) 289-2200 • Fax: (478) 289-2263  
**VIDALIA** • 3001 East First Street • Vidalia, Georgia 30474 • Phone (912) 538-3100 • Fax (912) 538-3156

*Southeastern Technical College is an Equal Opportunity Institution*

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

**CAMPUS:** Varies

**POSITION DESCRIPTION:**

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.

**Major Duties:**

- 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 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 providing 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

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

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:**

- 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 driver's manual.
- Undergo a motor vehicle records check and meet the driving standards established in the Technical College System of Georgia 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.
- Undergo and receive a negative finding/result on a five (5) panel drug test.

**PHYSICAL DEMANDS:**

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.

**SALARY/BENEFITS:**

Salary is commensurate with education and experience.

**APPLICATION INSTRUCTIONS:** All application packets MUST be completed via the [Online Job Center](#). As part of the application process, interested candidates will also be required to upload other documents such as a 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 912-538-3147 or [bwilcox@southeasterntech.edu](mailto:bwilcox@southeasterntech.edu).

*Southeastern Technical College does 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, or citizenship status (except in those special circumstances permitted or mandated by law).*

*Blythe Wilcox, Title IX Coordinator, Room 138B, 912-538-3147*

*Helen Thomas, Section 504 Coordinator, Room 108, 912-538-3126*