

JOB TITLE

Continuing Education Faculty – Driver’s Education

EMPLOYMENT STATUS

Adjunct

JOB SUMMARY

Under general supervision, the Drivers Education Instructor will be responsible for instructing Drivers’ Education classes 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; coordinate, teach and assist students in the classroom and over the road in developing skills necessary to obtain a Class C Driver’s License; assess students’ skills, knowledge and/or abilities pertaining to driving to provide feedback to students and administration; collaborate with a variety of parties to improve the quality of student outcomes, develop solutions and plan curriculum; coordinate the Driver’s Education program to ensure the availability of items while meeting grant/program guidelines; instruct students (e.g. car control, defensive driving strategies, handling emergencies, driving in adverse conditions, auto safety, etc.); manage student behavior to ensure a safe and optimal learning environment; participate in a variety of trainings, meetings, and seminars to convey and/or gather information required to perform functions; prepare instructional materials, documents, and a variety of manual and electronic 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; provide appropriate time and/or schedules for drivers training and timely report incidents.

MINIMUM QUALIFICATIONS

- Must be at least 21 years of age and possess a High School Diploma or GED and a valid driver’s license

PREFERRED QUALIFICATIONS

In addition to the minimum 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.

COMPENSATION

- Hourly
- Benefit ineligible
- Salary commensurate with qualifications and relevant experience

APPLICATION INSTRUCTIONS

- Apply online at www.southernregional.edu/employment
- Open until filled
- For assistance/accommodations with the application/interview process, contact April Bentley, Human Resources
abentley@southernregional.edu
229-217-4255

NOTICES

- All required education credentials, license, certification and/or registration must be submitted prior to employment
- References will be checked
- 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 Education Instructor by successfully completing the DDS-provided online training and passing the Driver Education 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 Education Instructor.

An Equal Opportunity Institution

As set forth in its Southern Regional Technical College Catalog and Student Handbook, Southern Regional Technical College (SRTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).