



POSITION ANNOUNCEMENT

Driver's Education Instructor

CAMPUS: Vary

STATUS: Part-time

POSTING TYPE: **Regular posting**

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.

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.

MINIMUM QUALIFICATIONS

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

OTHER 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.

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.

SALARY/BENEFITS

To be determined.

THIS POSITION IS TEMPORARY AND IS BASED ON STUDENT ENROLLMENT.

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APPLICANT INSTRUCTIONS/INFORMATION

Application Deadline:

Or Until Filled On-Going

All application packets MUST be completed via the Online Job Center at www.wiregrass.edu/about/employment.php. As a part of the application process, interested candidates will also be required to upload other documents such as a resume, transcripts, etc (see job center listing for more details). This posting will be removed from the Online Job Center on the date posted above. For more information regarding this position or application instructions, please contact the Human Resources Office at (229) 333-5356 or humanresources@wiregrass.edu. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to being hired for any position with the college.

Equal Opportunity Employer

As set forth in its student catalog, Wiregrass Georgia 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, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law).

Any violation or questions may be directed to: Shalonda Sanders, Title IX Coordinator (all campuses), Executive Director for Human Resources, Valdosta Campus, Berrien Hall, Room 114, (229) 333-5356 or shalonda.sanders@wiregrass.edu; OR Katrina Royal, Student ADA Section 504 Coordinator (all campuses), Special Populations Testing Services Coordinator, Valdosta Campus, Berrien Hall, Room 116A, (229) 333-2100 ext. 1236 or katrina.royal@wiregrass.edu, *student ADA student disability claims only.

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**Telephone numbers are accessible to persons who are deaf or hard of hearing through the Georgia Relay by dialing 711 or 1-800-255-0056 from a TTY/TDD.

Wednesday, March 30, 2016

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