



Savannah Technical College

**Adjunct Drivers Education Instructors -**

**Job Number: EDU006U**

**Job Posting:** Feb 19, 2016 -

**Closing Date:** Ongoing

**Primary Location:** GA-Chatham

**Other Locations:** GA-Effingham, GA-Liberty

**Job:** Education

**Shift:** Variable

**Description:**

The Savannah Technical College Continuing Education Program is seeking qualified, experienced, and knowledgeable working professionals who enjoy teaching to serve as Adjunct/Part-Time Driver's Education Instructors. Under guidance of the program director, the Adjunct Instructor will teach drivers education classes as according to Joshua's Law and the requirements set forth by the Georgia Department of Driver Services. Applications are being accepted in an on-going basis in effort to establish an instructor pool, and will remain on file for one year.

**Characteristic Duties and Responsibilities.**

- Teach drivers education classes, according to Joshua's Law and the requirements established by the Georgia Department of Driver Services.
- May coordinate, teach and assist students on both the driving range and over the road in developing the skills necessary to obtain a Class D driver's License.
- Assess students' knowledge and abilities pertaining to driving and operation of motor vehicle for the purpose of providing feedback to students and administration.
- Collaborate with a variety of parties for the purposes of improving the quality of student outcomes, developing solutions and planning curriculum.
- Prepare and maintain all required documentation.
- Ensures appropriate safety procedures are followed to maintain the safety of students and driving public at all times.
- Participate in trainings, meetings, and seminars, as necessary, for the purpose of conveying and/or gathering information required to perform functions.
- Course availability may vary each term.

**Minimum Qualifications**

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

**Preferred Qualifications**

- Experience in motor vehicle driving instruction/training and/or driver's education preferred.
- Motor vehicle driving instruction experience should include a combination of classroom, driving range, and over-the-road instruction in the safe operation of a motor vehicle.
- POST EVOC training and/or teaching experience strongly preferred.

**Conditions of Employment**

Employment is contingent upon the candidate meeting all of the following terms and conditions:

- Must become a certified Driver Training Instructor by successfully completing the DDS-provided online training and passing the Driver Training Instructor examination on the content of Joshua's Law, the Teenage and Adult Driver Responsibility Act (TADRA), and the Georgia driver's manual.
- Successful completion of a motor vehicle records check, meeting the driving standards established in the Technical College System of Georgia (TCSG) Driver Qualification Procedure and accompanying DDS requirements.
- Successful completion of a state and national criminal history records check, meeting 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. The employee occasionally lifts or moves objects of a light to medium weight, up to 25 pounds. Full range of hand and finger motion may be utilized for data entry purposes.

### **Salary**

Salary is commensurate with education and work experience. Positions are typically appointed on a course-by-course basis.

### **Application Procedure**

Position considered open until filled. Candidates must pass a criminal background check. Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.**

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

**Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and 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 those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, [mbanks@savannahtech.edu](mailto:mbanks@savannahtech.edu). Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.