



Position Title: Part-Time Instructor, Vehicle Operations

Job Code: 8135

Grade: HV

Reports To: Vehicle Operations Program Manager, School of Justice **FLSA:** Exempt

Job Description:

The Part-Time Instructor provides basic and advanced training in emergency vehicle operations to police and corrections officer candidates, remedial training and qualification for Law Enforcement Officers, developing lesson plans, practical exercises and other training aids, as well as minor maintenance (changing tires, light bulbs, fueling and minor adjustments) to School of Justice training fleet vehicles. Instruction involves classroom curriculum and driving range qualification exercises.

Duties & Responsibilities:

- Instructs, evaluates and monitors driving activities
- Recommends and identifies improvements as needed
- Assists in the development of instructor guides, lesson plans, training aids and reference materials
- Recognizes potential vehicle emergencies and reacts appropriately and decisively to prevent injuries to students and other personnel as well damage to vehicles and property.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- High School Diploma or equivalent
- Prior Police, Corrections, Military or private sector vehicle operations training experience preferred
- CJSTC CMS General Instructor Certification
- CJSTC CMS Vehicle Operations Instructor Certification
- In good standing with agency or honorably retired/separated
- Completion of an Internship Program
- Must possess exemplary interpersonal skills and have outstanding written and verbal skills
- Must have exemplary driving skills with both front wheel and rear wheel drive automobiles
- Ability to work evenings and weekends
- Availability of hours will vary based on the needs of the program and a minimum amount of hours is not guaranteed

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name