



# Employment Opportunity

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**Position:** Driving Instructor

**Location:** Niizhwaaching Aanikoobijigeng Gikinoow'amaadiiwigamig, Fort Frances, ON

**Start Date:** As soon as possible

**Wage:** \$35.00/hour based on a 35 hour work week

**Deadline:** Posting open until vacancy filled

**Duration:** 1 Year Contract Position

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**How to apply:** Please send a cover letter, resume, and three employment-related references (one of which must be from a current/recent supervisor) via one of the following:



**Email:**

Attn: Human Resources Department  
[human.resources@7generations.org](mailto:human.resources@7generations.org)



**Mail:**

Attn: Personnel Committee  
Seven Generations Education Institute  
1452 Idylwild Drive, PO Box 297  
Fort Frances, ON, P9A 3M6



**Fax:**

Attn: Personnel Committee  
(807) 274-8761

Please direct any questions regarding this opportunity to **Bob Calder** at [bobc@7generations.org](mailto:bobc@7generations.org)

We would like to thank everyone for their application, but only those individuals selected for an interview will be contacted. Accommodation in the recruitment process is available upon request by contacting Human Resources.



# Driving Instructor

Niizhwaaching Aanikoobijigeng Gikino'amaadiwigamig, Fort Frances, ON

## General description

The instructor must have excellent interpersonal and communication skills. The instructor will meet the students' needs while also ensuring that the goals of the program are met. The instructor must prepare our students to successfully complete their driver's test. The instructor will be responsible for planning and delivering lesson plans that teach theory, as well as applied driving skills. Our learning environment will be equipped with a virtual reality simulator and serviced trailer.

## Qualifications and skills requirements

1. High School Diploma or equivalent.
2. Valid driver's license for the level being taught for at least past four years.
3. Valid Driver's Instructors license for more than four years or driving instructor certification.
4. Proven experience as a Driving Instructor preferred. As required, we will provide training and instruction for the incumbent to become a certified driving instructor.
5. Successful completion of the terminal check at the Drive Test Centre to ensure licensing requirements are met.
6. Clean driving record.
7. Must be able to provide satisfactory criminal background check and vulnerable sector screening.
8. Must be 21 years of age or older.
9. Excellent verbal and written communication.
10. Ability to remain calm under pressure.
11. Ability to work evenings and weekends.

**Supervisor:** Driving School Operations Manager

## Job duties/responsibilities

1. Instruct individuals about applicable traffic regulations, and safe driving skills.
2. Demonstrate and explain a motor vehicle's handling and mechanical operation.
3. Preparing lesson plans that are tailored to the student's needs.
4. Providing instruction on the parts and functions of a vehicle and on-road regulations.
5. Teaching practical skills related to all aspects of driving.
6. Helping students to develop confidence when they are driving.
7. Gain control of the vehicle during emergencies.
8. Calming students when they are in distress.
9. Documenting and reporting on student progress.
10. Informing students when they are ready to take the driver's test.
11. Reporting all accidents to the Supervisor of the driving school.



## **Relationships**

### **Internal**

1. Deals with all staff and students.

### **External**

1. Deals with inquiries and questions from students and staff.

## **Working conditions**

1. Interacts with the public at large, on rare occasions may be exposed to disagreeable behaviour from clients or members of the public.
2. In car driving instruction requires a high degree of concentration for moderate periods.
3. Sitting for extended periods.
4. Repetitive work.
5. Typically, indoors under good conditions, with occasional exposure to inclement weather.
6. Requirement to travel to a variety of locations while delivering instruction.
7. Demanding but not overly stressful.
8. Occasional travel for meetings, or professional development may be required.
9. Job regularly requires work on evenings and weekends.

## **CONDITIONS OF EMPLOYMENT**

1. Must provide satisfactory criminal background check and vulnerable sector screening.
2. Must possess valid Driver's License.
3. Must complete and maintain Driving Instructor certification.