



# Employment Opportunity

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- Position:** AZ DZ Instructor
- Location:** Community Based instruction in Rainy Lake Region
- Wage:** \$60.00 per instructional hour
- Start Date:** July 2024
- Deadline:** July 11, 2024 at 4pm CST
- Duration:** Sessional Contract Position based on operational requirements
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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 Aimee Beazley, Director of Training at [aimeeb@7generations.org](mailto:aimeeb@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.



# AZ/DZ Instructor

## Job Description

### General description

The AZ/DZ Instructor will be responsible for planning and delivering lesson plans that promote theory class timings and applied driving skills. The incumbent will work with the students to prepare for their driver's test using the approved curriculum from the Ministry of Transportation (MTO) Driver Certification Program.

### Qualifications and skills requirements

1. High School Diploma or equivalent.
2. Valid Class A and/or D drivers license required.
3. Minimum of five (5) years driving experience.
4. An equivalent combination of education and experience may be considered on a case-by-case basis.
5. Pass the terminal check at the Drive Test Centre to ensure you meet the licensing requirements.
6. Excellent verbal and written communication.
7. Ability to remain calm under pressure.
8. Ability to work evenings and weekends.

**Supervisor:** Director of Training

### Job duties/responsibilities

1. Instruct individuals on safe, proper motor vehicle driving skills and traffic regulations.
2. Demonstrate and explain the handling and mechanical operation of a motor vehicle.
3. Preparing lessons plans that are tailored to the students 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. Gaining control of the vehicle during an emergency situation(s).
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.
12. Required to attend professional development training sessions.

### Relationships

*Internal*

*External*



1. Interacts with and directly reports to the Director of Training
  2. Works directly with the driving school department staff
  3. Interacts with driving students on a daily basis
1. Deals with numerous telephone enquiries and questions from students and staff.
  2. Occasionally acts as a liaison with community partners and organizations

### Working conditions

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

### Conditions of Employment

- Must provide satisfactory criminal background check and vulnerable sector screening.
- Must possess valid Driver's License.
- Must complete and maintain Driving Instructor certification.
- Must be over the age of 21 years