



**Assiniboine
College**

PEOPLE MAKE IT HAPPEN.

Instructor, Driver's Education

Casual – Portage La Prairie, MB

Comp #51-26/27

Salary: \$35.62 to \$55.88 hourly

(Educational Supplement: Masters \$1.60/hour; PhD \$3.19/hour)

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable Thriving Workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: Creativity, Collaboration, and Courage. As a Driver Instructor, you will deliver the MPI driver training program in your area. Classroom and/or in-car instructor opportunities will be available.

Key Responsibilities:

- ▶ Deliver classroom and/or in-car instruction in accordance with the established program schedule and curriculum.
- ▶ Provide students with supervised driving practice to help them develop the skills and confidence required for their driver's licence road test
- ▶ Establish a safe, respectful, supportive and engaging learning environment.
- ▶ Facilitate discussions, demonstrate safe driving practices and coach students on program content and driving skills.
- ▶ Use Driver Education software to:
 - Monitor and support student progress.
 - Record student driving hours, progress notes, data and comments.
 - Administer, review, and grade assignments and/or assessments.
 - Administer written tests and vision screening, if required.
- ▶ Provide timely feedback to students regarding their progress, strengths, and areas requiring further development.
- ▶ Communicate student progress, attendance, concerns and incidents to the Driver Education team.
- ▶ Work collaboratively with the Driver Education team and community partners to support consistent program delivery.
- ▶ Participate in regular instructor meetings, program updates and required professional development activities.
- ▶ Possess a laptop and/or mobile device with access to the internet.
- ▶ Maintain the cleanliness, safety, and operating condition of the driver training vehicle, where required.

Qualifications:

- ▶ Be a resident of Manitoba.
- ▶ High school diploma or equivalent.
- ▶ A minimum of three years of driving experience with a valid full-stage Class 5 or equivalent driver's licence issued in Canada or the United States.
- ▶ Excellent written and oral communication and interpersonal skills.
- ▶ Strong organizational and time-management skills, with the ability to work independently and follow an established instructional schedule.



- ▶ Comfortable using technology regularly, including email, online applications and driver education software.
- ▶ Experience facilitating training or workshops in large-group settings is preferred.
- ▶ Experience teaching, instructing or coaching is preferred.
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- ▶ Professional driving experience is considered an asset.
- ▶ Ability to prioritize workload and manage schedules independently.
- ▶ Access to a laptop and/or mobile device with reliable internet access.

Conditions of Employment:

- ▶ Provide a satisfactory Criminal Record Check with Vulnerable Sector Search and Child Abuse Registry Check as part of the recruitment process.
- ▶ Hold and maintain a valid Manitoba Class 5F driver's licence in good standing.
- ▶ Have successfully completed the Manitoba Driving Instructor Training Course for Class 5 vehicles.
- ▶ Obtain and maintain a valid Manitoba Class 5 Driving Instructor Permit.
- ▶ Obtain and maintain a valid Driver Training School Permit and Training Vehicle Permit, where required.
- ▶ Be available to work a flexible schedule, including evenings and weekends.
- ▶ Be willing to travel to various program delivery locations throughout Manitoba, including rural and remote communities, as required.
- ▶ Complete any required program orientation or training before beginning instruction.

This competition will remain open until the position is filled.

Discover full details about the position in the attached Job Description.

Why Join Us?

Working Together:

Be part of a collaborative and inclusive environment that values teamwork and positive employee relations. Together, we paddle collectively toward our mission.

Growing Together:

We invest in our employees' future through succession planning, forward-looking recruitment, and supportive development programs. At least 4% of payroll is dedicated to staff and professional development.

Forward Together:

As we navigate rapid technological changes, we prioritize resilience and wellness among our faculty and staff, helping them become the leaders Manitoba

Our Principles for Continued Success:

- ▶ **Creativity:** We foster an environment that supports and unleashes the creativity of our faculty and staff.
- ▶ **Collaboration:** Teamwork, purposeful connections, and community building are critical to achieving our collective potential.
- ▶ **Courage:** Our faculty and staff embrace their roles as community leaders, boldly taking risks to build a strong future for Manitoba

Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders, and sexual orientations.

How to Apply:

If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to careers@assiniboine.net. We thank all applicants for their interest; only those selected for further consideration will be contacted.

For accommodations or alternative formats, contact careers@assiniboine.net or 204 725 8729.

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.