



Traffic Safety Education Trainer of Trainers

Recruitment #:	POOL S-TSE
Review Date:	Open Pool. Review as needed.
Department:	The Research Institute
Salary Rate:	\$37.50/hour teaching, \$30/hour other assigned duties

Position Summary

This recruitment will be used to fill current and future hourly, grant-funded Traffic Safety Education Trainer of Trainers (ToT) positions at Western Oregon University. In order to maintain an active status within the pool, applicants will need to reapply each September. The Traffic Safety Education (TSE) program is grant-funded by the Oregon Department of Transportation – Transportation Safety Office. This program is responsible for training and certifying all ODOT- TSO approved Driver Education (DE) instructors in Oregon, as well as providing continuing education opportunities for instructors and providers.

We are not considering candidates who require Visa sponsorship support. Additionally, the university typically only considers visa support for employees placed in specialized positions that are continuing regular university appointments.

Duties and Responsibilities

- Teach the ODOT approved Traffic Safety Education curriculum to prospective Candidate Instructors. A minimum of one full course each year or three full phases (\$37.50 per hour. All other duties as assigned are compensated at \$30.00 per hour)
- Participate in revising and updating the ODOT approved Traffic Safety Education curriculum for both the novice driver and instructor training programs.
- Develop and present workshop content, which may include but is not limited to Core Refresher Courses.
- Participate in assessing candidate ToT knowledge and skills, training candidate ToT's and mentoring them using co-teaching opportunities.
- Provide technical assistance and mentoring to providers and instructors as assigned.
- Attendance at all team meetings (unless pre-arranged supervisor approval has been granted).

Minimum Requirements

- Currently certified Oregon Driver Education Instructor in good standing
- Expert knowledge of the Oregon Playbook curriculum
- Strong verbal and written communication skills and ability to communicate effectively with adult learners
- Demonstrated teamwork and collaboration skills
- Demonstrated leadership experience and qualities
- Ability to attend to multiple tasks and timelines
- Ability to brainstorm, be creative, be flexible, and learn new information
- Ability to work weekend and travel to various course locations within Oregon
- Active in the driver education community (such as Oregon Driver and Traffic Safety Education Association, Driver Education Advisory Committee, American Driver and Traffic Safety Association, etc.) - *preferred*

Required Application Materials

1. WOU Employment Application form [available here](#) - unclassified/faculty
2. Resume
3. Contact information for three references

Women, Black, Indigenous and People of Color, veterans, people who identify as LGBTQ+, and people with disabilities are highly encouraged to apply for this position, even if they do not meet qualifications exactly as listed. We are most interested in finding the best person to fulfill this role within our university community, and that candidate may be someone with transferable skills and experience rather than exact qualifications.

Background/Education Check:

A criminal background check will be completed as a condition of employment. An education check will be processed for positions requiring a formal degree as a minimum requirement.

Employee COVID-19 Vaccine Requirement:

All WOU students and employees are required to be fully vaccinated against COVID-19. All newly hired employees must meet the vaccination requirement or file an exemption prior to their first day of employment.

Benefits:

Western Oregon University offers an excellent benefits package for eligible employees which includes 95% premium paid healthcare, a generous retirement and vacation package, and reduced tuition rates for employee, spouse or dependent at any of the Oregon Public Universities. <http://www.wou.edu/hr/benefits/>

Equal Employment Opportunity:

Western Oregon University is an equal opportunity employer that is committed to diversity, equity and inclusion in the workplace. We celebrate our inclusive work environment and encourage people of all backgrounds and perspectives to apply. We embrace our differences, and know that our diverse team is a strength that drives our success.

Western Oregon University is committed to developing a barrier-free recruitment process and work environment. If you require any accommodations, please email us at employment@wou.edu and we will work with you to meet your accessibility needs.