



## Traffic Safety Education Trainer of Trainers (APPLICANT POOL)

**Department:** The Research Institute  
**Salary:** \$37.50/hour teaching, \$30/hour other assigned duties  
**Recruitment #:** S-TSE  
**Closing Date:** Open POOL

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 Oregon Department of Transportation - Transportation Safety Division. This program is responsible for training and certifying all ODOT- TSD approved Driver Education (DE) instructors in Oregon, as well as providing continuing education opportunities for instructors and providers.

### MINIMUM QUALIFICATIONS

- 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

### Preferred Qualifications

- 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.)

***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).

### Working Conditions:

- Ability to work weekends and travel to various course locations within Oregon

## APPLICATION PROCESS

You may submit all materials online at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp)

### Required Application materials (PDF preferred):

- 1) WOU Employment Application form (available at [www.wou.edu/prostaffapp](http://www.wou.edu/prostaffapp))
- 2) Letter of application that addresses each qualification of the position. Please include how your experience, education, and/or training might help us build a more inclusive, collaborative, and diverse community.
- 3) Resume
- 4) Contact information for three references

*As an alternative, you may submit application materials to:*

**S-TSE, Trainer of Trainers**, Human Resources, Western Oregon University, 345 N. Monmouth Avenue, Monmouth, OR 97361; **OR** e-mail to [employment@wou.edu](mailto:employment@wou.edu); **OR** fax to: 503-838-8144.

**Western Oregon University is an AA/EO/Veteran/Disability employer  
committed to increasing the diversity of its workforce.**