



# NEBRASKA INDIAN COMMUNITY COLLEGE

## VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

**POSITION TITLE:** Safe Driver Academy Coordinator (*full-time, exempt, salaried position*)  
**PRIMARY WORK LOCATION:** Santee Campus, Macy Campus, South Sioux City Campuses  
**STARTING WAGE:** \$50,000 – \$60,000  
**CLOSING DATE:** UNTIL FILLED

**ABOUT THE COLLEGE:** *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umo<sup>n</sup>ho<sup>n</sup> (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

### KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

#### **Required Qualifications:**

- Valid driver's license is appropriate to the level or type of instruction being provided
- Minimum 21 years of age
- High school diploma or equivalent
- Clean driving record with no suspensions or revocations within the past six years
- No convictions for serious driving-related offenses involving alcohol or drugs
- Eligibility to obtain required instructor certifications applicable to the program
- Strong verbal and written communication skills
- Ability to work effectively with diverse participants and learning styles
- Ability to accept direction, follow established procedures, and work within the organizational chain of command
- Demonstrated professionalism, reliability, and respect in workplace interactions
- Strong organizational skills, including the ability to track data and support grant-related reporting requirements
- Commitment to safety, professionalism, and responsible driving practices
- Ability to pass a federal background check

#### **Preferred candidates will have proven success in the following:**

#### **Preferred Qualifications:**

- Current driving or safety instructor certification (training and certification support may be provided if eligible)
- Experience delivering driver safety, transportation, or training programs  
Experience with assessment, data tracking, reporting, and grant-supported programming
- Familiarity with regulatory compliance or accreditation standards
- Possession of a valid Commercial Driver's License (CDL)

### SUMMARY OF DUTIES AND RESPONSIBILITIES:

We are seeking a knowledgeable, organized, and safety-focused Safe Driver Coordinator to lead and deliver a comprehensive driver safety education and training program. This may include, but is not limited to, commercial vehicle training, driver's education, defensive driving, and passenger vehicle instruction, depending on certification and authorization. In addition to providing classroom and behind-the-wheel instruction, this grant-supported position requires developing course descriptions, lesson plans, and training schedules, as well as tracking participant outcomes and maintaining accurate data on training activities for program reporting purposes. The ideal candidate is committed to roadway safety, regulatory compliance, and effective program delivery that fosters positive community outcomes.

### **Key Responsibilities**

- Develop course descriptions, lesson plans, and training schedules aligned with program objectives and participant needs
- Deliver classroom-based and practical driving instruction, adapting teaching methods to meet varying skill levels and learning styles.
- Supervise participants in classroom, controlled practice environments, and on-road settings
- Track participant outcomes and maintain accurate records of attendance, assessments, and instructional activities for grant reporting
- Ensure compliance with all applicable federal, state, and local laws, policies, and procedures related to driver safety and training programs
- Promote and enforce safety protocols during all instructional and operational activities
- Develop and maintain schedules for vehicle inspection, maintenance, and safety checks, ensuring program vehicles are safe, operable, and compliant with regulatory and insurance requirements
- Coordinate routine vehicle maintenance, inspections, and corrective actions as needed
- Collaborate with program leadership to provide accurate data and documentation required.
- Other duties as assigned

### **Knowledge, Skills, Competencies, and Abilities**

- Strong verbal and written communication skills
- Ability to work effectively with students, staff, and program leadership
- Strong organizational, documentation, and time-management skills
- Attention to detail and commitment to safety and compliance
- Ability to manage multiple responsibilities while maintaining instructional quality

### **Work Environment**

- Combination of classroom instruction, vehicle operation, and outdoor driving activities
- Schedule may include evenings or weekends based on program needs
- Grant-funded position with performance expectations aligned to program outcomes

### **Compensation & Benefits**

- Competitive pay is based on experience and certifications.
- Training and certification support (if applicable).

**SPECIAL INSTRUCTIONS TO APPLICANTS:** Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian Preference in Employment Act and Veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regard to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

**HOW TO APPLY:** You can visit us on the web at <http://www.thenicc.edu>. Applications are also available on any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Office at [hr@thenicc.edu](mailto:hr@thenicc.edu)

**NICC (South Campus)**  
111 Hwy 75  
Macy, NE 68039  
Phone: 402-837-4183

**NICC (West Campus)**  
North River Road  
Niobrara, NE 68760  
Phone: 402-494-2311

**NICC North Campus**  
2605 ½ Dakota Ave.  
South Sioux City, NE 68776  
Phone: 402-494-2311