



Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 2018

CONTINUOUS POSTING

POSITION:

Part Time CDL Truck Driving Instructor

Location: Alexander City

(19 hours or less per week)

**POSITION
SUMMARY:**

The CDL Truck Driving Instructor is responsible for assisting in the development and instruction of the course of study in preparing student participants for entry-level positions within the trucking industry. The instructional program will include, but not be limited to, orientation and safety, learning basic operations, practicing safe operations, practicing advanced operations, maintaining vehicles, practicing non-vehicle operations, proper usage of air brakes, and operating other industry related equipment.

**MINIMUM
QUALIFICATIONS:**

1. High School Diploma or GED is **required**.
2. Five (5) years of full time CDL work experience is **required**.
3. Current Commercial Driver's License (CDL) with A and B endorsements is **required**.
4. Knowledge and familiarity with all aspects of trucking is **required**.
5. Knowledge of state and federal Commercial Driver's License (CDL) rules and regulations as well as maneuvering a vehicle in difficult situations is **required**.
6. Ability to work with limited supervision is **required**.
7. Ability to travel to workshops, conferences, consortium meetings and development of job placement sites for participants is **required**.
8. Knowledge of work processing, database, spreadsheets, forms and related software applications is **required**.
9. Agility and dexterity is **required**.
10. Effective oral and written communications skills is **required**.
11. Truck driving field education teaching/instruction experience is *preferred*.
12. Forklift trainer certification or willingness to obtain certification is *preferred*.

**ESSENTIAL
FUNCTIONS:**

1. Complies with all policies and guidelines as specified by the Alabama Community College System, Alabama Community College System Board of Trustees, and Central Alabama Community College and applicable federal guidelines.
2. Responsible for the implementation of lesson plans and other instructional materials, maintenance of participant files, and monitoring participants' academic and work progress.
3. Develops program lesson plans and appropriate test and measurement devices.
4. Responsible for following all state and federal regulations and guidelines relative to Tractor-Trailer Trucking facility industry operations as well as Workforce Investment Act (WIA) regulations and guidelines, participant job development and placement, and assist in participant follow-up-services.
5. Responsible for the general maintenance and general up-keep of all vehicles and equipment assigned to the class.
6. Establishes and maintains working relationships within the professional truck driving industry community.

7. Promotes the specific instructional program and Central Alabama Community College within the occupational area and throughout the community.
8. Establishes and uses a variety of instructional and hands-on techniques.
9. Keeps up-to-date with teaching methodology, occupational information, and technology through professional development activities.
10. Recruits students for classes.
11. Maintains classroom, trucks, supplies, and environments, which promote learning to perform in the current and emerging truck driving industry environments.
12. Ensures safe environment for student learning and promotes safety throughout the institutional program.
13. Conducts third party testing.
14. Performs other duties as directed.

**WORKING
CONDITIONS:**

The work environment characteristics and physical demands described herein are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee must follow all safety requirements carefully and wear any personal protective equipment applicable. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Central Alabama Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

SALARY:

Local Salary Schedule: \$21.22 - \$28.09 per hour
Not to exceed 19 hours per week.

**APPLICATION
PROCEDURE:**

Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Application material may not be submitted by fax or email.

A complete application consists of the following:

1. Completed Central Alabama Community College application.
2. Current resume.

Application and supporting documentation should be mailed to:

**Human Resources
Central Alabama Community College
34091 U S Highway 280
Childersburg, AL 35044**

Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

ANTICIPATED

STARTING DATE: As needed.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a non-refundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.