

POSITION DESCRIPTION

Instructional Staff/Faculty

POSITION TITLE: Commercial Driver's License (CDL) Instructor (Part-time)

ORGANIZATIONAL UNIT:
Technical Division

REPORTS TO:
Vice President for CTE

REVISION DATE:
October 2023

I. NARRATIVE GENERAL DESCRIPTION

The Commercial Driver's License Instructor is responsible for instructing and coordinating commercial driver's license courses for the college in southeast Kansas. Responsibilities include advising and enrolling students; providing instruction; arranging for equipment/lab exercises; coordinating and performing required drive time with program students; and, coordinating licensure testing with approved testing centers.

II. FUNCTIONAL RESPONSIBILITIES

- A. Recruit, advise, and enroll prospective students in the CDL training program.
- B. Collaborate with various CTE program faculty to identify potential students who may benefit from a CDL licensure for future employment opportunities.
- C. Work closely with the Marketing Department to promote the CDL training program to area high school students, area business and industry, fire departments, trucking companies, and prospective students.
- D. Schedule the appropriate CDL classes and field experiences.
- E. Provide instruction on state and federal truck driving rules and regulations, pre- and post-trip equipment inspections, equipment and personal safety, and electronic log book operations.
- F. Provide instruction with subject matter comprehension and practical application of course objectives to program students.
- G. Coordinate and perform drive time experiences for program students.
- H. Coordinate and provide instruction on CDL licensure testing preparation with program students to take required licensure testing.
- I. Ensure budget is maintained with budget parameters as set forth by the Administration.
- J. Maintain professionalism and confidentiality according to FERPA guidelines.
- K. Participate in the collection of annual inventory of program equipment.
- L. Assist with state and national reporting requirements and data collection.
- M. Complete other duties as assigned by the Vice President for Career & Technical Education.
- N. Meet attendance expectations as required for this position.

III. SUPERVISES THE FOLLOWING STAFF

NA

IV. REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- A. Genuine passion for truck driving, education and lifelong learning.
- B. Excellent communication skills both oral and written.
- C. Strong organizational skills.
- D. An understanding of the mission and role of the comprehensive community college.
- E. Ability to stimulate motivation, confidence, and enthusiasm in students.

V. PREFERRED EXPERIENCE

- A. At least two years of truck driving experience, with no commercial motor vehicle driving convictions within the past two years.

VII. REQUIRED EDUCATIONAL BACKGROUND

A current Commercial Driver's License (CDL-A) with associated endorsements are required for training. An Associate or Bachelor's Degree is preferred from a regionally accredited institution of higher education recognized by the U.S. Department of Education.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.