CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT

Adjunct Commercial Vehicle Operations Instructor

Commercial Driver’s License (CVO) Instructor will be located at our Alexandria Campus. Central Louisiana Technical Community College (CLTCC) serves 10 parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has the following sites: 1) the Main and Riverside Campuses in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) Sabine Valley site in Many; and 8) the Ferriday Site in Ferriday. Additionally, CLTCC provides instruction in state prisons and a federal correctional institution.

SUMMARY:
Reporting to the Program Manager, the CVO Instructor provides classroom instruction and behind the wheel training in preparation for the Commercial Driver's License (Class A) examination. In addition to providing professional supervised training to new and existing drivers, this role is responsible for implementing safety and compliance measures according to Federal Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) regulations and procedures.

The CVO Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. It also includes the following: 1) Developing and reviewing the program and syllabi, goals and objectives according to approved curriculum and course syllabi standards; 2) Providing students with a written course syllabus; 3) Recommending books and materials, and revising curricula; 4) Evaluating and reviewing students' progress in attaining goals and objectives; 5) Advising and counseling students and maintaining appropriate advisement records on each student; 6) Participating in registration; 7) Demonstrating and ensuring the use of appropriate and effective teaching techniques, testing and grading procedures (including accurate, complete and proper maintenance of grade books and any other appropriate record-keeping requirements for the course, program or college), 8) Utilizing technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others; 9) Effectively communicating using technology and oral or written communication skills; 10) Effectively managing the classroom and supporting policies and procedures aimed at insuring appropriate student discipline; 11) Meeting professional assignments in accordance with the college's calendar and contractual obligations; and 12) Participating in the evaluation of the instructional process and using innovative strategies to continually improve learning.

This position is a grant funded position and the continuation of the position is dependent upon funding availability.

Required Knowledge, Skills and Abilities:
Knowledge of:
- Applicable laws, codes, regulations, policies, and procedures related to FMCSA and DOT.
- National and Regional Accreditation standards related to CVO Driver Training.
Demonstrated Ability to:

- Use established curriculum to prepare and develop the knowledge and skills of drivers seeking training and/or certification
- Train student drivers functional skills and advanced operating procedures
- Conduct behind-the-wheel training and evaluate student progression on a consistent basis. Ensure that each driver masters the functions of all driving functions, including lane control, shifting, axle weights, etc.
- Educate drivers on the importance of meeting productivity standards
- Teach drivers to promptly identify and diagnose the condition(s) of critical vehicle components when conducting pre-trip, en-route and post-trip vehicle inspections
- Ensure trainees understand how to use all on-board vehicle communication and routing devices.
- Teach map reading classes.

Skills:

- Good oral presentation and interpersonal communication skills.
- Good team-building skills to build trust with others in a rapidly changing environment.

**Required Minimum Qualifications:**

- High school Diploma or GED from an accredited educational organization.
- A strong commitment to and passion for the mission of the comprehensive community college.
- High school diploma or GED equivalent.
- Current CDL (Class A) license and 3+ consecutive years of recent truck driving experience required.
- Ability to engage students and demonstrate knowledge of road safety, truck safety and inspections.
- Strong communication and presentation skills.
- Ability to exercise good judgment and handle changing priorities with flexibility.
- Commitment to leadership and continuous improvement.
- Basic computer skills.
- Must be a 3rd party examiner or eligible to sit for 3rd party examiner training
- Must complete CVTA’s Instructor Certification Program by May 2020

**Preferred (Desired) Qualifications:**

- Associates Degree’s from an accredited college or university.

**Compensation:**

Compensation will be commensurate with education and work experience.
Application Procedure:

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC. Applicants who fail to submit a complete application packet may not be considered.

A complete application packet consists of:

• Cover Letter (See resume will not be sufficient)
• Resume’
• Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
• Three letters of professional recommendation for this position.
• Review of applications will begin five days after this job posting and continue until the position is filled.

Application packets should be emailed to: Yalandataylor@cltcc.edu

This position will remain open until filled.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:

(318) 487-5443
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