Position Announcement

Commercial Driver's License (CDL) Instructor

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus 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) the Sabine Valley Site in Many, and 8) the Ferriday Site.

SUMMARY:

Reporting to the Transportation Program Manager, the CDL 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 CDL 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.

Required Knowledge, Skills and Abilities:

☐ Applicable laws, codes, regulations, policies, and procedures related to FMCSA and DOT.
☐ National and Regional Accreditation standards related to CDL Driver Training.
☐ Use established curriculum to prepare and develop the knowledge and skills of drivers seeking training and/or certification
☐ Actively recruit CDL students to attend CLTCC Campus.
☐ 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.

**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.
- 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.

**Preferred (Desired) Qualifications:**

- Associates Degree’s from an accredited college or university.
- Working experience with Ellucian’s Banner or other major student information system.

**Additional Requirements:**

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Applicants for this position should submit:

1) Cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcript(s) are acceptable at application; however, original transcript(s) are due at hire
4) Names and contact information for three work-related references to: hr@cltcc.edu

Applications accepted until position is filled

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*