



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Commercial Driver's License (CDL) Instructor (Adjunct Position)

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Sabine, Natchitoches) in central Louisiana and has nine 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) Oakdale; 7) Ferriday 8) Sabine Valley in Many, and 9) Natchitoches. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions.

SUMMARY:

Reporting to the Vice Chancellor of Workforce Development and Enterprise Services, 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. **This position will be domiciled at our Alexandria, LA campus.**

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:

Knowledge of:

- Applicable laws, codes, regulations, policies, and procedures related to FMCSA and DOT.
- National and Regional Accreditation standards related to CDL 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.
- Clean Motor Vehicle Report.
- 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.
- Proficiency in Microsoft Access.

Compensation:

Hourly salary will be commensurate with education and work experience. **\$25.00 - \$30.00 per hour.**

Application Instructions:

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

Submit documents to:
Central Louisiana Technical Community College
Human Resources
Attention: CDL Instructor - Elizabeth Lewis
4311 South MacArthur Drive
Alexandria, LA 71302-3137

or e-mail to:
Elizabethlewis6s@cltcc.edu

Position will remain until open 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/ADA/Section 504 Coordinator:
Human Resources Director (318) 487-5443 ext. 1154
4311 South MacArthur Drive
Alexandria, LA 71302