Truck Driving Instructor – Part Time

The truck driving instructor provides classroom instruction to students through lecture, demonstration, laboratory exercises, handouts, responding to questions, and testing.

SKILLS AND QUALIFICATIONS
Education and Experience:
- Hold a CDL Class A license for at least three years required;
- At least three years’ experience operating a Class A CMV required;
- Clean driving and background record required;
- Ohio CDL Class A Instructor Credential preferred.

Necessary Knowledge, Skills, and Abilities:
- Excellent verbal and written communication skills
- Detailed oriented
- Ability to interpret and apply college goals, objectives, policies, procedures, rules and regulations.
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Knowledge of classroom and laboratory instructional techniques and procedures.
- Knowledge of principles and procedures of academic and instructional program development and administration in the area of assignment.
- Knowledge of current trends, research, and development in the area of assignment.
- Knowledge of principles and procedures of record keeping.
- Knowledge of principles and techniques involved in test development and administration.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.

A complete job description is attached.

Interested candidates should submit letter of interest and updated resume in Word or PDF format. All such information should be submitted to careers@northweststate.edu using “Truck Driving Instructors (PT)” as the subject line by close of business on August 7, 2015.

For a complete listing of current Employment Opportunities, visit www.northweststate.edu and click on “Community” then “Employment Opportunities.”

Office of Human Resources
Northwest State Community College
22600 State Route 34
Archbold, OH 43502
EOE M/F/D/V
POSITION TITLE: Truck Driving Instructor (Part time)
DEPARTMENT: Custom Training Solutions
APPOINTING AUTHORITY: Vice President for Innovation
SUPERVISOR: Transportation and Logistics Coordinator

GENERAL PURPOSE:
The truck driving instructor provides classroom instruction to students through lecture, demonstration, laboratory exercises, handouts, responding to questions, and testing.

Essential Duties and Responsibilities

1. Communicate established course objectives and syllabi to the students
2. Evaluate and manage student progress
3. Teach D.O.T requirements
4. Prepare lesson plans and schedule classroom activities; develop, and prepare supplemental materials to enhance textbook lessons.
5. Develop and prepare tests to evaluate student performance; grade and record individual scores.
6. Act as an advisor and counselor to students; provide individual tutoring to students outside of the classroom as needed.
7. Provide classroom demonstrations on various equipment and machinery; develop laboratory assignments to provide hands on experience as appropriate.
8. Participate in curriculum development, evaluation, and change; attend faculty meetings as required.
9. Maintain accurate records of student attendance, and performance; maintain other records and databases according to program needs or accreditation requirements.
10. Stay abreast of new developments, and changes in various academic fields; participate in staff development programs, workshops, seminars, and other continuing education programs as appropriate.
11. Oversee the implementation of policies and procedures related to required teaching area.
12. Participate on college committees and in other institutional activities and programs.
**DESIRED MINIMUM QUALIFICATIONS**

*Education and Experience:*
- Hold a CDL Class A license for at least three years required;
- At least three years’ experience operating a Class A CMV required;
- Clean driving and background record required;
- Ohio CDL Class A Instructor Credential preferred.

*Necessary Knowledge, Skills, and Abilities:*
- Excellent verbal and written communication skills
- Detailed oriented
- Ability to interpret and apply college goals, objectives, policies, procedures, rules and regulations.
- Ability to interpret and apply Federal, State and local policies, procedures, laws and regulations.
- Knowledge of classroom and laboratory instructional techniques and procedures.
- Knowledge of principles and procedures of academic and instructional program development and administration in the area of assignment.
- Knowledge of current trends, research, and development in the area of assignment.
- Knowledge of principles and procedures of record keeping.
- Knowledge of principles and techniques involved in test development and administration.
- Knowledge of pertinent Federal, State, and local laws, codes, and regulations.

**SUPERVISION RECEIVED**

Reports directly to the Transportation and Logistics Coordinator

**SUPERVISION EXERCISED**

None

**RESPONSIBILITY FOR PUBLIC CONTACT**

Extensive

**LICENSING AND REGULATION**

Class A CDL

**TOOLS AND EQUIPMENT USED**

Tractor-trailer

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, and hear. The employee is occasionally required to walk; use hands and fingers to feel, handle or operate objects, tools, or controls; and reach with hands and arms.
The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**WORK ENVIRONMENT**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work is performed primarily in an office setting. The noise level in the work environment is moderate.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.