

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Instructor in Commercial Driver's License (CDL)

Reports To: Dean, Division of Science, Math and Technical Programs

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: April 2021

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GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in CDL will be responsible for teaching courses within the CDL curriculum. Conduct entry-level class A and B Commercial Driver License (CDL) permit preparation and road and yard training. Promote student's successful attainment of employment upon graduation. Instruct defensive driving techniques and educate students on the safe and professional operation of a Class A and B Commercial Motor Vehicle (CMV) in accordance with Department of Transportation (DOT) Federal and State regulations. Assess individual's ability to demonstrate the necessary skills to pass state tests.

An Instructor is principally charged with presenting prepared materials, supervising organized laboratory (driving & truck yard) activities, maintaining order, recording student progress, and assuring the presence of adequate supplies and equipment to conduct the laboratory activities in a safe and effective manner.

High School diploma or GED with 2+ years' CDL-A tractor/trailer driving experience preferred. Comprehensive knowledge of DOT and Federal Motor Carrier Safety Regulations (FMCSR) compliance requirements. Excellent communication skills to receive and convey information effectively: interpersonal, coaching and training skills. It is preferable that the candidate has teaching experience at the college/technical school level and the ability to develop and teach distance courses in an online format.

The administration retains the right to change the responsibilities at any time.

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RESPONSIBILITIES

The CDL Instructor will:

1. Provide hands-on instruction in the safe and professional operation of a commercial motor vehicle in accordance with applicable local, state, and federal regulations;

2. develop and maintain course curricula that appropriately reflect current knowledge in the discipline;
3. Provide management of students in a field training environment;
4. Coordinate the use of equipment resources and training range;
5. Responsible for providing CDL training using instructional methods geared toward the adult learner in a classroom setting;
6. Plan and prepare relevant and practical class lessons and monitor students' performance;
7. Complete and maintain appropriate student registration, attendance, and assessment records;
8. Ability to teach students of diverse abilities and backgrounds;
9. Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students
10. Relate well to different groups of students of different ages and ability levels;
11. Teach courses within the CDL Curriculum;
12. Work with the division and department in the development of assessment and outcomes for courses in the department and division;
13. Work with the division and department in the development and approval of technical certificates, Associate of Applied Science programs, and transfer programs;
14. Work with the division and department in the program review process;
15. Work with the division and department in the student outcome assessment process;
16. Participate in division, department, and faculty activities including working with advisory committees for the CDL program;
17. Prepare syllabi for all courses taught following the format prescribed by the State of Kansas and have those syllabi on file in the Vice President for Academic Affairs' office;
18. Work with the Perkins programs including the development of articulation agreements with high schools;
19. Work with the division dean and department chair on the preparation of the class schedule each semester;
20. Provide information to the Academic Affairs' office for federal, state, and internal reports;
21. Work with the division dean and department chair on the preparation of the budget and correctly prepare purchase requisitions;
22. Assist in the development of promotional materials for the CDL program and the division, and assist in the recruitment of students;
23. Incorporate technology into the curriculum;
24. Assist in the development and delivery of online courses in the CDL program;
25. Teach classes as needed in the evening, on the Concordia Campus, on the Geary County Campus, outreach sites, web-conferencing, online and in shortened or flexible formats;
26. Work with the division and department on follow-up of graduates;
27. Be able to sit and stand prolonged periods of time, including frequent walking and standing;
28. Work with business and industry to develop relationships and support for the CDL program;
29. Emphasize working in the global society within the curriculum;
30. Work with other disciplines to develop interdisciplinary programs;

31. Attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);
32. Assist in delivering educational programs and other services to companies and organizations;
33. Attend and participate in commencement exercises in academic attire;
34. Discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract; and
35. This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor. This job description may be revised upon development of other duties and changes in responsibilities.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to \$816.71 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center