



## Job Description

Job Title: CDL Instructor Part-time  
FLSA Status: Hourly  
Grade: NA  
Department: CTE-Workforce & Community Development  
Reports to: CDL Director

## Job Summary

This position is responsible for providing quality instruction, and student assessment to students enrolled in the Gillette College Commercial Driver's Training classes taught through our Workforce and Community Education Department. In addition to teaching, this individual will assist the Director of Commercial Driver Training in the creation, implementation, and evaluation of all aspects of the Commercial Driver Training programs. The CDL Instructor must understand the comprehensive role of the community college, will cooperate and work harmoniously with college personnel and the public.

**Essential Functions** *(Employees of the District must be able to perform, with or without reasonable accommodations, the essential functions of the position as detailed in this section.)*

- Provides quality instruction to students in assigned courses, including but not limited to Commercial Driver Training (Class A and B), with Passenger and School Bus Endorsement, Defensive Driving, FMSCA Theory, Behind the Wheel Training, Pre-Trip, and E-Log courses.
- Provides quality learning experiences for all students in accordance with their needs and abilities. Courses include classroom theory, hands on lab and online training, while maintaining the basic integrity of the course's standards and objectives.
- States clear objectives and criteria in each course syllabus; follows the Curriculum Committee's guidelines regarding course syllabi; integrates appropriate GCCD Goals for Student Success into each course; evaluates students' performance considering these objectives and criteria.
- Designs and implements effective learning processes for students.
- Provides feedback on student improvement in attaining the College's Learning Goals.
- Integrates learning with technology into the classroom as appropriate.
- Maintains an inventory of all assigned equipment and supplies in assigned areas; takes prudent efforts to safeguard GCCD physical resources from unauthorized use.
- Maintains records of maintenance and repair of all workforce equipment.
- Submits syllabi, student evaluations, grades, and other required information in a timely manner.
- Develops marketing campaigns for training programs.

- Cultivates and maintains relationships with employers and coordinates employer presentations for students at least once during the program.
- Manages, supports, and monitors student recruitment, admissions, selection and advising processes.
- Assists graduates in securing employment through ensuring completion of professional classes, job search strategies, and support with coordinating externships and mock interviews with employers.
- Generates reports to various college departments, government regulatory entities, including notification of any significant college/programmatic changes.
- Ensures program operates in accordance with policies and procedures, OSHA, Hazardous Communication, FERPA, state law, and applicable standards.
- Collaborates with the assigned supervisor and/or School Dean to align program operations, budget, and resources with college initiatives and strategic plan.
- Works with students, other instructors, and the Director to provide the best opportunity for student success.
- Develops and maintains the program's operational, student, compliance, and assessment records in accordance with procedures/policy.
- Works collaboratively with community agencies, business, and industry, other GCCD schools/departments, program stakeholders, and Outreach and Workforce Development staff.
- Reports safety concerns, incidents, and/or emergencies to the required entities, per procedure.
- Maintains currency of legislative, regulatory, legal and practice issues affecting the program education, students, and the respective profession.
- Maintains and develops program information to align with College and Department standards; this includes program and student handbooks, curriculum, syllabi, program website, catalog descriptions, graduation and promotional materials, etc.
- Other tasks as assigned.

**Minimum Qualifications** *(Employees of the District are required to possess a minimum proficiency level of English, both written and spoken, that will enable them to communicate safely, effectively, and efficiently with students, co-workers, and the public.)*

- High school diploma or GED equivalent.
- Five years of Class A CDL experience.
- Must possess and maintain a valid Class A CDL License with the below endorsements and be able to be insured by the College's insurance provider.
- Hazardous materials and Tanker endorsement (or able to attain).
- Licensed and ability to operate a manual 10 or 13 speed manual transmission.

- Must certify that they were never disqualified from operating a commercial vehicle based on Title 49 —Y Subtitle B Chapter III —+ Subchapter B —+ Part 383 —+ Table 1 to 383.51.
- Provide the following:
  - Proof of minimum five years of CDL driving experience and provide a motor vehicle record going back 10 years which must including records from previous states (if applicable).
  - Motor Vehicle Record indicating that the applicant "Commercial Status" reflects "Licensed.",
  - A current US DOT Medical Certificate provided by a registered medical examiner who is registered in the FMCSA Clearinghouse system.
  - Proof of registration in the FMCSA Clearinghouse system
- Any equivalent combination of training, education, and experience that provides the required skills, knowledge, and abilities.

### **Preferred Qualifications**

- Associate degree from an accredited institution in Business, Management, Transportation Logistics, or a closely related field.
- Two years of instructional experience in a CDL training program.
- Strong computer skills.
- Experience in both local, and over-the-road driving.
- Experience in both doubles and triples

### **Competencies for Successful Performance**

#### **Knowledge of:**

- Office procedures, methods and computer equipment and programs including but not limited to Microsoft Office programs.
- Assessment of student learning outcomes at the course, program, and institutional levels.
- Work safety principles and practices.

#### **Ability to:**

- To pass a pre-employment drug screening and able to participate in random drug screening program as required by FMCSA.
- To perform and excel in a high-tech all-digital environment.
- Maintain records.
- Respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

- Establish and maintain positive and effective working relationships with students, College employees and the public.
- Communicate effectively, both orally and in writing.
- Define problems, collect data, establish facts, and draw valid conclusions.
- Effectively present information to top management, public groups, and other groups.
- Understand and follow safety procedures.
- Organize work tasks and work independently, but also in a team environment.
- Meet work schedules and deadlines.
- Understand and follow oral and written directions.
- Maintain the confidentiality of information and professional boundaries.
- Develop, maintain and procure equipment, materials, and facilities in accordance with college policies.

**Skill in:**

- Performing various duties, frequently changing from one task to another.
- Handling, directing, and prioritizing multiple and complex assignments/projects.
- Customer service.
- Interpersonal skills necessary to develop and maintain appropriate and effective relationships in the workplace.
- Communication and leadership.

**Supervisory and Management Responsibility**

- None.

**Physical Demands** *(The physical demands described below 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 qualified individuals with disabilities to perform the essential functions.)*

- Prolonged periods of sitting at a desk
- Must be able to lift up to 20 pounds.

**How To Apply:**

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to [hrteam@gillettecollege.org](mailto:hrteam@gillettecollege.org).

## Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [smoore@gillettecollege.org](mailto:smoore@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.