

COMMERCIAL DRIVER'S LICENSE INSTRUCTOR-COORDINATOR

Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary Range: \$72,000 - \$78,000

Purpose of Position: The Commercial Driver's License (CDL) Instructor-Coordinator reports to the Dean of Outreach and Workforce Development and is responsible for coordinating all aspects of the CDL program including recruiting, instructing, evaluating, and modifying the curriculum.

Essential Functions

Provide premiere quality service to all constituencies of the College.
Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Remain current on all rules and regulations governing CDL training and licensing.
- b. Modify and update curriculum, materials, and equipment as needed.
- c. Create a culture of safety in the classroom, on the range, and on the road.
- d. Schedule CDL classes to meet student and industry needs.
- e. Utilize the myNeosho learning management system.
- f. Teach courses within the program as scheduled.
- g. Submit accurate certification rosters, grades, and assessment reports.
- h. Conduct program and course assessment following established institutional procedures.
- i. Conduct yearly review of CDL curriculum and program including assessment data.

2. Student Advising/Evaluation

- a. Develop and implement a program recruitment strategy.
- b. Maintain a database of prospective students and ensure regular contact with those students through mail, phone and email correspondence.
- c. Develop and maintain student orientation/advising materials.
- d. Assist students in advisement and registration activities.
- e. Conduct student review and evaluation through required institutional procedures.
- f. Track and monitor student progress in the program.
- g. Assist students through the process of obtaining their licenses.

3. Program Management

- a. Hire and evaluate adjunct instructors within the program through required institutional procedures.
- b. Manage the CDL budget within the framework of the department.
- c. Develop and maintain a CDL Advisory Board and hold two meetings per year.
- d. Maintain program equipment.
- e. Fulfill reporting requirements including program review as scheduled.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Dean of Outreach and Workforce Development in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. High degree of ethical standards, including confidentiality and adherence to rules of safety.
2. Knowledge of Class A and B license requirements as well as passenger and hazardous material endorsements.
3. Knowledge of U.S. Department of Transportation Federal Motor Carrier Safety Administration requirements.
4. Knowledge of 49 CFR Part 383-391.
5. Knowledge of the current American Association of Motor Vehicles Association Commercial Driver's License Manual.
6. Exceptional ability to organize and coordinate projects.
7. Excellent interpersonal skills.
8. Ability to work effectively with all students.
9. Attention to detail.
10. Ability to communicate effectively, both orally and in writing.
11. Excellent computer skills.
12. Ability to plan and evaluate programs.
13. Ability to appropriately exercise independent initiative and judgment.
14. Willingness and ability to work as a member of a team.

Education and Experience

1. Required – Hold a current Kansas Class A CDL (and passenger endorsement) for a minimum of 2 years.
2. Required – Five years professional experience as a CDL in Kansas.
3. Valid driver's license required, with the ability to be insured by the institution's insurance carriers.

Working Conditions

1. Work is performed at appropriate locations based on task.
2. Ability to stand and sit for extended periods of time.
3. Some travel, evening hours, and possible weekends are required.
4. Some physical effort is required. Ability to lift 50 lbs during the work day.
5. Reliable transportation is required.
6. Ability to lawfully operate and/or drive a motor vehicle during the course of employment is required.

Application

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, CDL Program Instructor-Coordinator, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/Careers. Review of applications begins upon receipt.

Background and Motor Vehicle/Driving Record Checks

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>