

Southeastern Illinois College

CDL/Truck Driving Instructor

(Full-time 9 month; SICEA position)

SALARY:	Commensurate with Experience and Education
DIVISION:	Instruction
SHIFT:	This is a full-time teaching tenure-track faculty position which allows for a load of 40 clock hours per week to meet the needs of the program, which can include occasional evening and weekend hours.
LOCATION:	Main Campus
REPORTS:	Associate Dean of Workforce and Community Education
BOARD APPROVED:	August 17, 2021

POSITION SUMMARY: This is a full-time, tenure-track position teaching Class A CDL truck driving courses at both the main campus and off-campus locations. Teaching load includes classroom and lab instruction, preparation, and other duties as assigned.

ESSENTIAL RESPONSIBILITIES:

- Provides instruction for Class A CDL licensure;
- Assists students in completing CDL temporary permits and licensure, as part of the class instruction;
- Oversees maintenance of equipment specific to the instructional needs of the program;
- Oversees and maintain all records for equipment specific to the instructional needs of the program.
- Keeps current with all state and federal regulations in relation to truck driving and CDL licensure.
- Determines the instructional needs of the program, including textbooks, instructional recordings, technology, equipment, etc.
- Assists the Associate Dean and/or Division Chair with scheduling of classes within the academic year.
- Assists the Associate Dean and/or Division Chair with annual budgeting process for the needs of the program.
- Schedules DOT drug screening for students.
- Works with Associate Dean and/or Division Chair to develop additional truck driving and CDL related courses.
- Implements assessment activities into course instruction.
- Assists in recruitment activities, when available and as needed.
- Assists in the development and the revision of curriculum, based on state of Illinois and Department of Transportation regulations pertaining to CDL licensure;
- Attends meetings and job-related conferences as necessary;
- Completes other duties as assigned

QUALIFICATIONS:

Must hold a current Class A CDL license in the state of Illinois; must have at minimum 5 years CDL driving experience with clean driving record (no tickets and/or occurrences); previous teaching or training experience preferred.

COMMUNICATION SKILLS:

Excellent organizational, written and verbal communication skills are needed to be successful in this position. Successful candidate must be able to work well with students and peers.

LANGUAGE SKILLS:

Ability to read and interpret documents, reports, statistics and journals. Ability to write reports, letters, and other documents in a professional manner is required.

MATHEMATICAL SKILLS:

Must be able to use basic mathematical concepts and statistics.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid Illinois Class A CDL license is needed.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.