



POSITION ANNOUNCEMENT
January 2020

POSITION: Commercial Truck Driving Instructor

APPLICATION DEADLINE: March 20, 2020

POSITION STATUS: Adjunct

POSITION DESCRIPTION:

Under general supervision, provides instruction to students in Commercial Truck Driving courses. Responsible for training students in any and all of the following: Visual Search, Communication, Speed Management, Space Management, Engine Controls, Primary and Secondary Vehicle Controls, Vehicle Instruments, Moving and Stopping a CMV, Proper Up and Down Shifting, Backing, Turning, Parking, Coupling, Uncoupling, Driver's Daily Log and Monthly Recap, Vehicle Inspection, and the SAFE operation of a CMV on all types of highways. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution. Position may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the satellite locations with the College's service area and other travel as needed.

Physical Demands:

Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours, or longer, at a time. The work is performed in campus buildings and outdoors where the employee is exposed to cold/heat or inclement weather. The exposure to dirt, dust, grease, machinery with moving parts, chemicals, and fumes is possible in the laboratory environment. The ability to distinguish colors is required for purposes of electrical wiring. The ability to be able to physically get in and out of truck cabs, to be able to get underneath the trucks and trailers to demonstrate part locations to students, to walk along beside the truck during range maneuvers is essential.

Location/Work Schedule:

This position is located in Houston County at the VECTR Center. Will be assigned to teach Monday through Saturday, 7:45 a.m. to 4:45 p.m. or 5:30 p.m. to 11:00 p.m. Working from other CGTC locations may be required.

Minimum Qualifications:

- Earned High School Diploma or Earned GED
- Documented Seven (7) Year MVR with evidence of the following:
 - Current Georgia Commercial Driver's License (Class A)
 - Current DOT Medical Certificate
 - No serious moving violations (serious as defined by DOT) in the last three (3) years.
 - **7 year MVR is required with the application.**
- Documented three (3) years Commercial Truck Driving experience

Preferred Qualifications, in addition to minimum qualifications:

- Documented experience as a driver trainer
- Documented teaching experience at a secondary (CTAE) or post-secondary level, preferably in a trade/industry discipline
- Documented DDS Examiner

SALARY / BENEFITS:

Gross Fee Per Course. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

APPLICATION PROCEDURE:

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

All applicants are subject to the following applicable pre-employment screenings

Criminal History Records

Motor Vehicle Records

Employment References

Pre-Employment Drug Test

Fingerprint Records

Credit History Records

Psychological Screening

Medical Examination

As set forth in its student catalog, Central Georgia Technical College (CGTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A-136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.