



## **Position Announcement February 2023**

**Position:** Commercial Truck Driving Instructor

**Position Status:** Adjunct

**Application Deadline:** Open Until Filled

**Primary Work Location:** VECTR

**Projected Work Schedule:** Days/Evenings / per academic term

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time following February 5, 2023 based on candidate selection.*

### **Position Summary:**

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. 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. Maintains program requirements, attends/completes 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. Maintains 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 will involve teaching high school dual enrollment and may also involve traditional day, online, and/or evening classes, and may require travel to high school and/or college campus/satellite locations within CGTC's service area.

Candidates for Commercial Truck Driving positions with CGTC are subject to the Technical College System of Georgia Drug and Alcohol Testing Procedures for Federally-Regulated Positions. CGTC also participates with the Federal Motor Carrier Safety Administration (FMCSA) Clearinghouse. Information concerning these requirements can be located on the TCSG State Board Policy Manual, <https://tcsq.edu>, and the FMCSA website, <https://www.fmcsa.dot.gov>. The use of drugs and alcohol may have a negative impact on a person's health, work and personal life. The FMCSA website, <https://www.fmcsa.dot.gov/regulations/drug-alcohol-testing/driver-resources-and-downloads>, provides resources for drivers.

**This position is subject to pre-employment and random drug testing as a condition of employment.**

**Minimum Qualifications:** *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

- Earned High school Diploma or earned equivalent
- Valid Georgia class A driver's license\*
- Documented three (3) years paid full-time driving experience

**\*Applicants should upload a 7-year Motor Vehicle Report (MVR) as supporting documentation of their Georgia class A drivers license. *Please do NOT upload the actual drivers license.***

**Preferred Qualifications:** *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented Driver/trainer experience
- Documented post-secondary teaching experience
- Documented distance education teaching/learning experience

**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) to 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 out 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.

**Projected Work Hours/Location:**

This position generally works normal business hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday or 6:00 p.m. to 10:30 p.m. Monday through Thursday. Class schedule may vary each academic term.

**Salary / Benefits:**

This position is paid a set fee per course rate based on a **\$21** gross hourly rate per contact hour. May include additional stipends for student contact hours, orientation and trainings, course development, etc. 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:**

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred

qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

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 concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to [cdominy@centralgatech.edu](mailto:cdominy@centralgatech.edu).

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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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