



Commercial Truck Driving Instructor
Part-Time As-Needed/Days
Polk County Campus

Job Summary:

The GNTC Economic Development Division is seeking a part-time as-needed Commercial Truck Driving Instructor to teach Commercial Truck Driving at our Polk County Campus located in Rockmart, Georgia. The Commercial Truck Driving Instructor is responsible for delivering CDL Class A and/or Class B training to students enrolled in Economic Development training programs at GNTC. Work time/hours will be mutually agreed upon between GNTC and this individual. Instruction may be requested Monday through Friday during the daytime hours. May be required to travel to other campuses to meet operational requirements. This position reports to the VP of Economic Development.

Duties/Responsibilities:

- Will implement course materials that support initiatives to help achieve learning outcomes for each course offered.
- Develop program and course outlines, goals and objectives.
- Prepare lesson plans for instruction.
- Administer tests, as required.
- Evaluate students progress in attaining goals and objectives.
- Requests and maintains supplies and equipment and prepares required budget requests.
- Maintains program certification requirements in the field of instruction.
- Prepare and maintain all required documentation and administrative reports.
- Ensures safety and security requirements are met in training area.
- Assists with the expansion of other CDL training opportunities.
- Assists with recruitment, retention and job placement efforts; and
- Other duties as assigned.

Competencies:

- Knowledge of instructional practice and theory.
- Skill to work cooperatively with students, faculty and staff.
- Skill in the preparation and delivery of classroom content.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Decision making and problem-solving skills.
- Skill in interpersonal relations and in dealing with the public.
- Oral and written communication skills.

Required Qualifications:

Current Commercial Driver's License (CDL). Three years paid work experience in-field within the past seven years. Excellent organizational, communication, and interpersonal skills.

*As required by Federal Regulations (49 C.F.R. Part 40 and 49 C.F.R. Part 382) a physical exam and drug screening are required as part of the mandatory background check process. If hired, you will be included in the random drug and alcohol testing as a condition of employment.

Preferred Qualifications:

Certificate in Commercial Truck Driving, or specialized/related training with an emphasis on demonstrated competencies. Teaching experience. Excellent technology and classroom management skills. **Bi-lingual, preferably English and Spanish.**

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$30.00/hr

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

Application Deadline: Position open until filled.

Application Process: All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.