**ADJ. INSTRUCTOR COMMERCIAL TRUCK DRIVING**

**PART TIME**

**MULTIPLE CAMPUS LOCATIONS**

**MINIMUM QUALIFICATIONS:**

Must possess a current State of Georgia Department of Driver Services Class “A” Commercial Driver’s license. The ability to work flexible hours is required. One (1) year of experience as a commercial truck driver.

**PREFERRED QUALIFICATIONS:**

Associate degree, and three (3) years of experience as a commercial truck driver, excellent human relations skills, good reputation in the truck driving community, excellent computer skills, and familiar with Federal Motor Carrier Safety Administration (FMCSA) rules and regulations, and United States Department of Transportation (USDOT) Office of Drug and Alcohol policy and compliance regulations.

**RESPONSIBILITIES**:

Under general supervision, instructs and supervises students in Commercial Truck Driving Licensing program. Develops program and course outlines, goals and objectives; Prepares lesson plans for classroom instruction for credited technical/occupational courses; Evaluates students’ progress in attaining goals and objectives; Requests and maintains supplies and equipment and prepares required budget requests; Maintains program certification requirements, as appropriate; Prepares and maintains all required documentation and administrative reports; Ensures safety and security requirements are met in the training area; Meets with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students; Assists with recruitment, retention and job placement efforts

**COMPETENCIES**:

Knowledge of pedagogical practice and theory; Knowledge of the mission of postsecondary vocational/technical education; Knowledge of academic course standards; Knowledge of the college’s academic programs; 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.

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

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