**COMMERCIAL TRUCK DRIVING INSTRUCTOR**

**(PART TIME)**

**BUTTS CENTER**

**MINIMUM QUALIFICATIONS:**

Applicant must have must have or be able to obtain a State of Georgia Department of Driver Services Commercial Driver License (CDL) Third Party Examiner Certification. Must have a current State of Georgia Department of Driver Services Class “A” Commercial Driver’s license, excellent MVR driving record, and ability to work flexible hours required. Minimum of One (1) year of teaching experience.

**PREFERRED QUALIFICATIONS:**

Associate’s in Applied Science degree from an accredited technical, community college or university, three (3) years of teaching experience as a commercial truck driving instructor, 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.

As set forth in its student catalog, Southern Crescent Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, 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 have been designated to handle inquiries regarding the non-discrimination policies: Title IX/Equity Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center), Assistant Director of Student Services, Toni Doaty, Toni.Doaty@sctech.edu , 501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7382; ADA/Section 504 Coordinator (Griffin Campus, Butts County Center, Henry County Center, and Jasper County Center)  Special Services Coordinator, Teresa Brooks, Teresa.Brooks@sctech.edu ,501 Varsity Road, Mobile Unit 6B, Griffin, GA 30223, 770-228-7258; Title IX/Equity and ADA/Section 504 Coordinator (Flint River Campus) Special Services Coordinator, Mary Jackson, Mary.Jackson@sctech.edu ,1533 Highway 19 South, Room A-252, Thomaston, GA 30286, 706-646-6224. Any complaints filed against the Title IX/Equity Coordinator or ADA/Section 504 Coordinator on any campus/center shall be handled by, Vice President for Student Affairs, Xenia Johns, Xenia.Johns@sctech.edu , 501 Varsity Road, Room 700, Griffin, GA 30223, 770-228-7348. (Employee complaints) Sharon Hill, Director of Human Resources, Human Resources, Sharon.Hill@sctech.edu , 501 Varsity Road, Griffin, GA 30223, 770-229-3454.

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