



## Vacancy Announcement

### Commercial Driver's License (CDL) Instructor

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled in Alexandria.

#### **SUMMARY:**

Reporting to the Transportation Program Manager, the CDL Instructor provides classroom instruction and behind the wheel training in preparation for the Commercial Driver's License (Class A) examination. In addition to providing professional supervised training to new and existing drivers, this role is responsible for implementing safety and compliance measures according to Federal Carrier Safety Administration (FMCSA) and Department of Transportation (DOT) regulations and procedures.

The CDL Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. It also includes the following:

#### **Required Knowledge, Skills and Abilities:**

- Applicable laws, codes, regulations, policies, and procedures related to FMCSA and DOT.
- National and Regional Accreditation standards related to CDL Driver Training.
- Use established curriculum to prepare and develop the knowledge and skills of drivers seeking training and/or certification.
- Train student drivers functional skills and advanced operating procedures
- Conduct behind-the-wheel training and evaluate student progression on a consistent basis. Ensure that each driver masters the functions of all driving functions, including lane control, shifting, axle weights, etc.
- Educate drivers on the importance of meeting productivity standards
- Teach drivers to promptly identify and diagnose the condition(s) of critical vehicle components when conducting pre-trip, en-route and post-trip vehicle inspections
- Ensure trainees understand how to use all on-board vehicle communication and routing devices.
- Teach map reading classes.
- Other duties as assigned.

### **Required Minimum Qualifications:**

- High school Diploma or GED from an accredited educational organization.
- A strong commitment to and passion for the mission of the comprehensive community college.
- High school diploma or GED equivalent.
- Current CDL (Class A) license and 3+ consecutive years of recent truck driving experience required.
- Clean Motor Vehicle Report.
- Ability to engage students and demonstrate knowledge of road safety, truck safety and inspections
- Strong communication and presentation skills
- Ability to exercise good judgment and handle changing priorities with flexibility
- Commitment to leadership and continuous improvement
- Basic computer skills

### **Additional Requirements:**

**Proof of motor vehicle insurance.**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

### **Application Instructions:**

Applicants for this position should submit:

- 1) Cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcript(s) are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*