**Job Description**

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| **Job Title:**  | Commercial Driver’s License (CDL) Instructor (part-time) | **Location:**  | Parker Technical Education Center (Rathdrum)  |
| **Department:** | Workforce Development | **Reports To:** | Manager of Workforce Development |
| **Division** | Workforce Training | **FLSA Status:** | Exempt |

**SUMMARY**

This position is responsible for teaching the skills portion of the Commercial Driver’s License (CDL) course for North Idaho College Workforce Training Center. Skills instruction includes behind the wheel, range, backing, and proficiency development. This part-time position will work with other CDL skills instructors to provide comprehensive hands-on training each week to students enrolled in the program.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Works up to 19.5 hours per week when students are enrolled in the program; works variable hours during weeks that students are not enrolled to complete paperwork, facilitate maintenance and update curriculum.
* Communicates expectations to students through appropriate instructional means.
* Provides dynamic and engaging driving instruction through exercises on public roads and in approved range environments to prepare students for their Idaho state skills test, assisting students with behind the wheel, range, and backing techniques, as well as proficiency development.
* Monitors and evaluates each student’s progress during driving and observational time, providing students and the program coordinator meaningful feedback to determine whether or not students will be able to pass an Idaho state skills test upon completion of three weeks of skills training; makes recommendations to program coordinator if a student requires additional training.
* Occasionally accommodates additional or makeup student training on a weekend or evening (as-needed and pre-arranged).
* Determines and documents that each student has demonstrated proficiency in all elements of the [FMCSA’s Entry Level Driver Training (ELDT) Class A Behind-The-Wheel curriculum](https://ecfr.federalregister.gov/current/title-49/subtitle-B/chapter-III/subchapter-B/part-380/appendix-Appendix%20A%20to%20Part%20380) and any additional curriculum elements implemented by NIC.
* Documents the total number of clock hours completed by each student for the Class A Behind-The-Wheel curriculum.
* Completes and delivers all student documentation to the program coordinator or their designee in a timely and efficient manner.
* Develops documentation and curriculum as needed for the CDL program, using word processing and spreadsheet software.
* Maintains safe vehicle operation at all times, within the state of Idaho and across state lines, promptly researching and communicating any repair, replacement, and/or needed supplies to the program coordinator.
* Promptly completes any tasks required by employee’s state of residence to maintain current and valid CDL credentials at all times.
* Performs assigned duties in a manner consistent with applicable federal, state, and local laws as well as policies and procedures of NIC.
* Develops an understanding of and value for the contributions that a diverse workforce can make to the success of the organization and the students served.
* Develops an understanding of and maintains a commitment to the mission of the College.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, college staff, fellow instructors, students, and the community.

### Marginal Duties

* Performs other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The following requirements represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties

**Education and Experience:**

Three years full-time experience as a professional Class A truck driver, operating a Class A Commercial Motor Vehicle (CMV) within the last 10 years required. Experience training drivers to operate Class A CMVs, group presentation, leadership, and/or previous teaching experience preferred.

**Required License and/or Certifications:**

* Must possess and maintain a current, valid Class A Commercial Driver’s License
* Must possess and maintain a current, valid medical card
* Clean driving record with no violations in the last three years

**Knowledge, Skills and Abilities**

* Ability to maintain and promote the welfare and best interests of students at all times
* Strong knowledge of federal and state commercial driving rules, laws and regulations; federal and state commercial traffic laws; and Class A vehicles, equipment and operation
* Ability to share commercial driving knowledge in a manner that will prepare students for real-world driving conditions
* Ability to counsel, communicate and instruct students in a professional manner and maintain a calm demeanor in stressful situations
* Ability to demonstrate pre-trip inspections, backing, and general maneuvering
* Ability to adapt teaching techniques/strategies to the individual needs of students
* Ability to prioritize workload and maintain organized records
* Ability to read, analyze, and interpret general business or educational journals, regulations, and procedures
* Ability to operate a computer, navigate web browsers, use email, and use basic features of Microsoft Word and Excel
* Ability to work a flexible schedule, including occasional evenings and weekends to satisfy student training needs
* Ability to occasionally work over 19.5 hours per week to support program needs

 **Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for up to four hours at a time. Requires lifting, handling and carrying such articles as books, manuals, files, chains, binders, and equipment utilized in the instruction of commercial vehicle operators. Must be willing and able to work outdoors in all weather conditions. Must be able to stand and walk and use fingers and hands to demonstrate equipment inspection and operation, use a keyboard to type, and handle materials. Must be able to infrequently lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.

Revised January 2024

**Approved by Department:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(The person responsible for assignment of work tasks, job description changes, and employee evaluation for this position should sign this form, make a copy and return the signed original to the Human Resources Generalist in Human Resources.)

**Approved by Human Resources:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

**Prepared By / Date:** Vicki Rutherford / June 11, 2003

**Revised By / Date:** Julie Tiger-Liegert / April 20, 2004