## HANCOCK COUNTY SCHOOLS NEW CUMBERLAND, WEST VIRGINIA

**POSITION:** CDL Truck Driving Instructor -- Part-time

## **GENERAL JOB DESCRIPTION:**

**QUALIFICATIONS:** This individual must have detailed knowledge with the basic operations of a CMV and skills to effectively teach truck driving to adult preparatory students in order to obtain their commercial driver's license (CDL).

- Must hold a minimum of a high school diploma or GED and have completed five (5) years of satisfactory recent work experience in the field of Truck Driving
- Must possess current Class A CDL license.
- Must have a meticulous driving record and background.
- Must be physically fit.
- Must pass drug and alcohol-free tests.
- Must maintain and promote safety at all times.

## **FUNCTIONS AND RESPONSIBILITIES:**

- A. The instructor is responsible to make sure each student is fully prepared to take and pass the tests required to obtain a commercial driving license (CDL).
- B. The instructor must always act in a professional manner in dealing with superiors, co-workers, students and the public.
- C. The instructor will foster a safe climate conducive to learning.
- D. The instructor is required to maintain positive pupil-teacher relationships and maintain professional work habits and attitude.
- E. The instructor will oversee that no profanity, abusive language, or harassment will be accepted in the program. Any evidence of this must be reported immediately to the director of the JDR Career Center.
- F. The instructor will oversee and arrange for students to take tests to obtain CDL.
- G. The instructor will oversee and maintain the proper operation and use of all equipment used in this program.
- H. The instructor will be required to ensure that proper maintenance is applied to all equipment and ensure the safety of all equipment.
- I. The instructor will follow all state and federal laws while operating equipment provided in this program. The instructor will also be responsible for all students to follow state and federal laws while they operate equipment provided in the program.

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## **CDL Truck Driving Instructor – Part Time (Continued)**

- J. The instructor will be responsible to make sure all prospective students are eligible to obtain commercial driver license and oversee the student selection process.
- K. The instructor is required to maintain and upgrade professional skills and teaching techniques.
- L. The instructor will support and promote the JDR Career Center and all of its programs.
- M. The instructor will support all Hancock County Board of Education policies and procedures.
- N. The instructor will perform other tasks and duties and assume such other responsibilities as the administration may assign.
- O. The instructor will prepare and maintain all required documentation and administrative reports.
- P. The instructor will display a high level of effort and commitment to performing work; operate effectively with the organization; demonstrate trustworthiness and responsible behavior.