



## **Job Description: Transport Training Adjunct Instructor**

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The Transport Training Adjunct Instructor shall be approved by the Executive Director of Workforce Development and the Dean of Workforce Development and Technical Education. This is a part-time position and the salary will be contracted per class. This position shall report to the Executive Director of Workforce Development and the Dean of Workforce Development and Technical Education.

### **Qualifications:**

The Instructor must have a minimum of five year's occupational experience directly related to truck driving and hold a current Class "A" CDL and safe driving record (no moving violations in the last 3 years, no chargeable accidents in last 2 years). Instructor must also complete and pass D.O.T. physical and drug test. The ability to establish and maintain positive working relationships with students, other professionals, staff and the public is required. Must possess ability to communicate effectively (written and oral) with a variety of people, including students, staff and general public.

### **Description:**

Provide instruction to students in all areas of transport training in accordance with college guidelines and accepted industry standards. Position dependent upon the continuation of program and available funding.

Instructor will have the following duties and responsibilities:

1. Provide instruction in all areas of transport training, to include: backing, driving (pre-trip inspection), safety, etc.;
2. Develop teaching methods as needed. Select appropriate texts and other course materials;
3. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration;
4. Prepare and submit at dates and times designated all records and reports as required by the administration;
5. Keep accurate and sufficient records of student grades and attendance;
6. Maintain a time sheet with all instructional hours and hours used in preparation, grading or other activities necessary to prepare for classroom instruction;
7. Perform other duties assigned by the appropriate dean or the President.

Instructor working environment and conditions:

Indoors in a normal classroom and/or outdoors or in trucks with some exposure to noise, dust, and weather conditions. Work involves working with classroom equipment as well as truck equipment and tools. The instructor frequently is required to stand and walk, get in and out of trucks or other vehicles, and is occasionally required to stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 25 pounds.