

POSITION DESCRIPTION

JOB TITLE: TRUCK DRIVING INSTRUCTOR/NEOSHO LOCATION

DEPARTMENT: TRANSPORT TRAINING

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: TRUCK DRIVING PROGRAM DIRECTOR

SCHEDULE DETAILS: FULL-TIME/12 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: MAY 31,2022

Position Summary

Provide instruction to students in all areas of truck driver training in accordance with the guidelines and accepted industry standards. The position is dependent upon the continuation of external contracts and/or grants funding.

Essential Job Duties

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, professional enrichment, and other tasks associated with full-time faculty. Delivery methods may include traditional, online, or flex. Travel to other instructional sites may be required. Learning is the key to human growth and development. To help our students be better learners, faculty members, in general are expected to:

- Devote full-time effort and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the program director.
- Adhere to student abilities and competencies listed in the institutional syllabus.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to the director and Associate VP each semester.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Serve on institutional committees as needed.
- Support college activities.
- Perform departmental and divisional responsibilities.
- Dismiss classes only with prior approval from the director and/or Associate VP.

Required Knowledge, Skills & Abilities

- Class A CDL.
- Willingness to teach or learn to teach online.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Five years over-the-road driving experience.
- Some college-level education.
- Experience in the development of materials and media for online learning.
- Above average computer skills.
- Knowledge of a learning management system (such as Canvas).

Equipment/Software

- Information Technology abilities required:
 - a. Ability to operate a personal computer using the Windows environment.
 - b. Ability to operate a personal computer within the Crowder College Network environment.
 - c. Ability to use E-mail.
 - d. Ability to perform basic student database (Jenzabar) functions.
 - e. Ability to perform basic word processing using MS Word.
 - f. Ability to perform basic spreadsheet functions using MS Excel.
 - g. Ability to perform basic presentation functions using MS PowerPoint.
 - h. Ability to use Canvas.

Positions Supervised

None

Working Environment

- Position is outside more than inside and changes throughout the workday. Consists of indoors in a classroom/lab environment or outside in a truck or on a backing lot with high exposure to temperature changes, noise, dust, and/or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- Other schedule adjustments may occur to accommodate new programs with existing or new customers.
- A neat appearance and appropriate business-like apparel are required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Requires mobility within the campus and various sites, light lifting, and physical activities daily.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein 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

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement the necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students, and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off-campus in a positive manner.

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