

## Full -Time Instructor: CDL Behind-the-Wheel Instructor

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**Department:** Academic Affairs  
**FLSA Status:** Exempt  
**Job Status:** Full Time

**Reports To:** Vice President of Academic Affairs  
**Amount of Travel Required:** Travel required  
**Positions Supervised:** None

### ESSENTIAL FUNCTIONS

#### Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### Essential Functions Statement(s)

- Meet regularly with classes as scheduled and provide appropriate learning experiences to meet students' needs and course objectives.
- Prepare and maintain a current syllabus with clear course objectives for all assigned courses; inform students of course objectives at the beginning of each term.
- Maintain accurate student records of attendance and grades, as well as equipment service and maintenance records; complete and submit on schedule all required records and reports to CDL Instructor.
- Demonstrate patience and flexibility for varying student personalities, skill levels and learning rates. Adjust teaching methods to accommodate these different traits.
- Demonstrate basic to moderate mechanical ability or being willing to learn those skills.
- Demonstrate basic computer skills, including but not limited to Microsoft PowerPoint, Word, Outlook and Excel. Show proficiency with CDL specific software.
- Efficiently operate equipment to demonstrate proper technique, safety measures and operation of the equipment to students.
- Work cooperatively with Vice President of Academic Affairs in determining course assignments and class schedules.
- Abide by and assist as appropriate in the enforcement of college policies and regulations.
- Maintain a minimum work schedule of 35 hours per week on campus (includes off-campus activities required by assigned responsibilities); post and adhere to a regular office hours schedule per Board Policy.
- Serve on faculty committees as assigned; attend regular and special faculty meetings, all-college meetings, division meetings, in-service sessions, and other assigned committee meetings.
- Assist in the identification, ordering, inventorying, storage, security and maintenance of essential instructional supplies and equipment.
- Assist in the maintenance of a safe classroom, laboratory, and college workplace environment for students and employees of the college.
- Assist as appropriate in the ongoing revision and development of the college curriculum.
- Assist as appropriate in the operating and performance of essential instructional support services and activities, including Library, Academic Advising, Assessment and Counseling Center, Recruitment, Admissions, Registrar, Registration, Financial Aid, Student Activities, Business Office, Resource Development, Long-Range Planning, and Community Service.
- Participate in the mentoring of new and part-time faculty for the purpose of instructional improvement.

- Be an advocate of the college; endeavor to enhance its image and strengthen its role in providing programs and services to students and community; this includes activities involved with recruiting and retaining students.
- Perform other duties and responsibilities as mutually determined with appropriate administrative supervisors.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time.
- **Business Acumen** - Understands basic business practices.
- **Change Management** - Communicates changes effectively.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- **Cost Consciousness** - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- **Customer Service** - Manages difficult or emotional student situations; Responds promptly to student needs; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- **Initiative** - Seeks increased responsibilities; Takes independent action.
- **Judgment** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- **Managing Classes** - Makes self available to students; Provides regular performance feedback; Develops students' skills and encourages growth; Improves processes, products and services.
- **Organizational Support** - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules students and their tasks.
- **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- **Safety and Security** - Observes safety and security procedures; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

- Inclusion - Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment - Assesses annual performance and works closely with the institutional research and enrollment management team.

**Education and Experience:** High school diploma, GED or HiSET required, Associate or Bachelor degree preferred. Considerable knowledge of CDL requirements and equipment. Behind-the-wheel (BTW) instructor means an individual who provides BTW training involving the actual operation of a CMV by an entry-level driver on a range or public road and meets one of these qualifications:

- (1) Holds a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided and has at least 2 years of experience driving a CMV requiring a CDL of the same or higher class and/or the same endorsement and meets all applicable State qualification requirements for CMV instructors; or
- (2) Holds a CDL of the same (or higher) class and with all endorsements necessary to operate the CMV for which training is to be provided and has at least 2 years of experience as a BTW CMV instructor and meets all applicable State qualification requirements for CMV instructors.

**Licenses:** Additional endorsement(s) such as hazardous materials, double/triples, tanker, school bus, and/or passenger are preferred but not required. Person hired into this role may be required to either possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training relevant to the area of assignment. Must possess and maintain a valid Montana Class A CDL and a satisfactory driving record.

**Physical Requirements and Working Conditions:** Must possess mobility to work in a standard office setting, as well as an outside environment, that could include extreme hot and cold temperatures and to use standard office equipment, including a computer, and to attend meetings at various sites within and away from the office; strength to lift and carry materials weighing up to 20 pounds.

**REVIEWED BY (SUPERVISOR SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

**REVIEWED BY (EMPLOYEE SIGNATURE)** \_\_\_\_\_ **DATE** \_\_\_\_\_

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.