



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

Part-Time- Temporary

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**POSITION**

**CDL Trucking Instructor (PT)**

**Posting Date:**

**7/29/2019**

**Closing Date**

**Ongoing**

**CAMPUS LOCATION:**

**Selma Campus**

**POSITION AVAILABLE**

**8/13/2019**

**REQUIRED QUALIFICATIONS**

- High School diploma or GED.
- Five (5) years of in field work experience, three (3) of which must be on the road.
- Class "A" Commercial Driver License.
- A Department of Transportation (DOT) Medical Card.
- Must be able to pass the 3<sup>rd</sup> Party School exam within the first six (6) months of hire

**PREFERRED QUALIFICATIONS**

- Associate Degree preferred

**Desired Profile:**

**Preference will be given to candidates who can demonstrate through their experience and accomplishments:**

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Excellent oral, auditory, and written communication skills.
- Excellent organizational skills
- Ability to handle multiple tasks at once.
- Ability to establish and maintain effective working relationships with students, other employees, and the public.
- Trucking driving field education teaching/instruction experience is preferred
- Forklift trainer certification or willing to obtain certification is preferred

**SALARY SCHEDULE PLACEMENT**

Commensurate with education and experience according to Salary Schedule L

**DUTIES & RESPONSIBILITIES**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Dean of Technical and Workforce Development, Dean of Instruction, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Provide professional delivery of required classroom and laboratory curriculum in the day, evening, or online on WCCS-campus or instructional site.
- Operate all required lab equipment as required for appropriate demonstrations.
- Provide instruction in the areas of safety, operations, and maintenance of appropriate equipment.
- Observe and evaluate student progress, provide feedback, and make recommendations for improvement.
- Prepare required reports and maintain student records and training activity details.
- Prepare training outlines and schedules and establish course goals.
- Develop teaching aids such as instructional software, multimedia visual aids, or study materials, as required.

- Maintain all standards under Federal Motor Carrier Safety Administration (FMCSR) Part 391, Qualifications of Driver, and Part 382 Controlled Substance and Alcohol Use and Testing.
- Demonstrate effective people skills, communication skills, and work ethic.
- Attend DOT/Department of Public Safety Workshop for Commercial Motor Vehicle Examiner skills testing
- Participate in conferences, seminars, and training sessions to keep abreast of development in the field, and integrate relevant information into training programs
- Conduct third party testing
- Recruit students for classes
- Maintain classroom, trucks and environment
- Knowledge and familiarity with all aspects of trucking is **required**
- Knowledge of state and federal Commercial Driver's License (CDL) rules and regulations as well as maneuvering a vehicle in difficult situations is **required.**
- Ability to work with limited supervision is **required.**
- Ability to travel to workshops, conference, consortium meeting and development of placement sites for participants is **required.**
- Agility and dexterity is **required**
- Effective oral and written communication skills is **required**
- Perform other work related responsibilities as assigned by the Department Chair, Dean of Technical and Workforce Development, Dean of Instruction, and the President

#### APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9373, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. Signed WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

**APPLICATION DEADLINE**

All applications information must be received by . Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

**Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.