

CDL Instructor Job Description

2022

Description

Under the general direction of the Director of The Center for Lifelong Learning, the Instructor provides quality training that produces skilled drivers to safely operate commercial vehicles and meet industry workforce needs. They will perform duties related to delivering the appropriate instructional program in a learning environment that guides and encourages students to obtain their drivers permit/license. Requires strong training skills. Also, calls for flexibility, excellent interpersonal skills, and the ability to work harmoniously with all levels of internal management and staff, as well as outside clients.

Duties and Responsibilities

Examples of key duties include but not limited to:

- Prepare and deliver instructional activities that facilitate active learning experiences
- Communicate clear objectives for all learning activities
- Instruct and monitor students in the use of learning materials and equipment
- Use relevant technology to support instruction
- Observe and evaluate student's performance and development
- Provide appropriate feedback on training materials
- Encourage, monitor, and prepare required reports on the progress of individual students
- Maintain accurate and complete records of students' progress and development
- Update all necessary records accurately and completely as required by laws, policies and school regulations
- Manage student behavior in the classroom and on the range by enforcing rules and procedures
- Maintain daily attendance sheet
- Communicate necessary information regularly to students and colleagues regarding student progress and student needs
- Keep up to date with developments in subject area

Qualifications

- A high school diploma or GED
- Must be able to pass a background check
- Theory and behind-the-wheel instructors must hold an appropriate class of CDL of the same (or higher) class, (including appropriate endorsement(s) to operate the CMV for which training is to be provided and have either:
 1. A minimum of two years of experience driving a commercial motor vehicle requiring the CDL (including appropriate endorsement(s)); or
 2. A minimum of two years of experience as a behind-the-wheel commercial motor vehicle instructor.

Skills and Knowledge

- Substantial knowledge of CDL requirements
- Substantial knowledge of equipment
- Ability to maintain accurate records, assemble and organize data
- Basic knowledge of MS Office Word and checking emails

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- Techniques for effectively representing LLL, including making effective public presentations and dealing with a variety of individuals from various socioeconomic, cultural and ethnic backgrounds, in person, over the telephone, and online
- Exceptional driving and training skills
- The ability to be flexible, and interface professionally with all levels of internal and external customers
- Demonstrate outstanding instructional skills
- Patience
- Friendly attitude
- Managing multiple tasks, often with competing deadlines
- Preparing clear, concise and informative reports, correspondence and other written materials

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.