

Full Time Truck Driver Instructor/Coordinator

This is highly responsible position performing a wide variety of functions for the Vernon College Truck Driving Academy. We are looking for a patient, enthusiastic driving instructor to prepare our students for their driver's tests. The driving instructor's responsibilities include planning and delivering lessons that promote students' theoretical and applied driving skills. Driving instructors also communicate with students to ascertain which of their abilities require further development.

To be successful as a driving instructor, you should maintain excellent communication with students at all times. Ultimately, a top-notch driving instructor will tailor their instruction to meet the needs of students, while still meeting targets set by the driving school.

Description of Duties:

1. Prepare and deliver instructional activities that facilitate active learning experiences.
2. Provide instruction on the parts and functions of a vehicle and on-road regulations/rules.
3. Establish and communicate clear objectives for all learning activities.
4. Teach practical skills related to all aspects of driving including classroom and driving activities.
5. Instruct and monitor students in the use of learning materials and equipment.
6. Use relevant technology/simulators to support instruction.
7. Maintain truck/trailer and provide maintenance reports on all equipment.
8. Observe and evaluate student's performance and development.
9. Update all necessary records accurately and completely as required by laws, policies and school regulations.
10. Prepare required reports on students and activities.
11. Manage student behavior in the classroom and on the range by enforcing rules and procedures.
12. Keep up to date with developments in subject area.
13. Administrative duties such as scheduling of classes, gather student packets and clear them for registrations, interview students for acceptance into academy, certifying students are eligible to take exam, tracking of licensure rates, etc.
14. Recruiting activities which may include college fairs, high school presentations, business and industry presentations, etc.
15. Report all accidents to the Director of Continuing Education/Dean of Instructional Services
16. Performs other duties as assigned by the Director of Continuing Education/Dean of Instructional Services, Vice President of Instructional Services and/or President.

Travel required: minimal

Education: High School Diploma or GED

Preferred Qualifications:

- Commercial Driver Trainer with 3-5 years of experience and safe driving record.

Knowledge, Skills and Abilities:

- Considerable knowledge of CDL requirements.
- Considerable knowledge of equipment.
- Ability to maintain accurate records, assemble and organize data, and to prepare reports.
- Computer applications related to the work.
- Knowledge of state and federal regulations concerning operations of all motor vehicles especially truck and trailer laws.
- Exceptional driving and training skills.
- Demonstrate outstanding instructional skills.
- Ability to be flexible, and interface professionally with all levels of internal and external customers.
- Excellent verbal and written communication skills.