



WALLACE STATE HANCEVILLE

Vacancy Announcement

DATE: 10/1/09

POSITION: CDL Trainer

MINIMUM QUALIFICATIONS:

- High School diploma or GED required
- Minimum of five years work related experience required
- Must have one year of teaching experience
- Must have Class "A" CDL license with current long form physical examination

REPORTS TO: The CDL Truck Driving Trainer will report to the Director of Training and Business. They will be responsible for their teaching activities in their respective department. Maintain appropriate record keeping, and teach all classes as assigned.

ESSENTIAL JOB FUNCTIONS: The position of CDL Truck Driving Trainer requires the following job functions with or without reasonable accommodations: Communicate orally; communicate in writing; read and interpret; communicate with auditory skills, visual ability; exhibit organizational, interpersonal and analytical skills; ability to work independently, exhibit emotional control and stability; stress management and coping ability; mastery of appropriate computer skill; exhibit keyboarding skills; demonstrate knowledge of the English language including grammar, work usage syntax and sentence structure; operate a motor vehicle; ascend and descend steps; ability to lift and move materials weighing up to fifty pounds; sit and stand for extended periods of time; bend; kneel; reach; utilize telephone system; possess basic mathematical skill such as percentages and fractions, etc; operate a calculator, copier, fax machine, television, LCD projector and VCR/DVD player. The Trainer is responsible for the maintaining and general up-keep of all vehicles assigned to the class and the overall day-to-day operation of the class.

Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.

RESPONSIBILITIES: The duties and responsibilities of this position include the following:

1. Plan, organize and instruct in the day and/or evening and weekends at assigned locations through a combination of classroom instruction, and hands-on demonstration/performance
2. Coordinates with TEBI/Skills Training Director and other faculty, staff and administrators to ensure maximum student competency
3. Organize and maintain an office filing system supporting the Director's office
4. Follow all State and Federal governing policies, procedures, guidelines, and regulations for the industry as well as WIA regulations and guidelines
5. Maintain current knowledge of hiring requirements of employers
6. Develop placement opportunities for graduates and assist with follow-up activities
7. Serve as customer advocate from enrollment through post-placement follow-up
8. Keep appropriate records
9. Provide syllabi or text to all students enrolled in class
10. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community
11. Assist in enforcing all college policies
12. Perform other duties as assigned by the Director and the President

SALARY: Appropriate placement on State Salary Schedule C3 of the Alabama Department of Postsecondary Education Salary Schedule. Salary will be negotiable.

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a skills test. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

RETURN PACKETS TO: **Human Resources Department**
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

APPLICATION DEADLINE: The deadline for receipt of all application material is 3:00 p.m. CST, October 30, 2009.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, all college transcripts (unofficial accepted), three current professional letters of recommendation and (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. **The School reserves the right to withdraw this job announcement at any time prior to the awarding.**