Job Description
Lead Instructor of Transportation

JD: 2100
Pay Grade: G08

Employment Status: Full-Time
FLSA Status: Exempt
Experience Required: Minimum five (5) years' experience truck driving, Class A vehicle.
Minimum Education Requirements: High School diploma or G.E.D.
Direct Supervisor: Director of Workforce Development & Community Education.
Supervisory Responsibility: Adjunct Instructors
Primary Work Location: Classroom, yard and road in diverse weather conditions. Position may require evening and weekend assignments.
Certification: The Lead Instructor must have a current Class A license in order to take students over-the-road for practical experience. In addition, the Lead Instructor must meet, or be willing to meet, the criteria for entry level driver instructor according to the Federal Motor Carrier Safety Administration ruling.

Job Summary: This position is responsible for the coordination of courses and programs in the transportation industry, delivered through the Mountaintop Truck Driving Institute. The Lead Instructor is responsible for supervising adjunct instructors, curriculum identification and delivery, teaching responsibilities, keeping abreast of laws and regulations in the transportation industry, student recruitment, and other tasks as identified by the Director of Workforce Development. The Lead Instructor will work within the guidelines of the program to facilitate student success at all levels of instruction, including passing the Commercial Driver's License (CDL) Examination. The Lead Instructor is responsible for the general management of classroom, range and over-the-road instruction for MTDI and assisting with other transportation programming as required.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Provides classroom, range skills, and over-the road instruction, preparing students for testing in order to obtain desired certification (Class A, Class B, school bus/passenger transport) as well as learner's permit prep courses and CDL refreshers.
- Maintains and enforces all policies and procedures as outlined in the Department of Transportation (DOT) manual, including all safety standards, practices, and inspections. Ensure logbooks are maintained daily, making safety a priority in all aspects of the training.
- Enforces rules and regulations, Garrett College policies, dress codes and safety procedures for both students and adjunct instructors.
- Reviews and adapts curriculum to ensure federal and state (MD, PA, WV) government regulations are addressed.
- Recruits students and assists in the enrollment/registration processes in accordance with FERPA guidelines and CEWD processes.
- Uses diverse teaching strategies to accommodate wide ranges of student learning styles, experience levels, and skills in both one-on-one and small class size settings.

- Develops and maintains, electronically, a framework for tracking data for internal reporting (attendance, student grades, demonstration of student skills) and external reporting (daily mileage, state mileage, fuels tax mileage, fuel usage).
- Creates monthly schedules to organize transportation activity including: course/program offerings, adjunct instructor assignments, and recruiting visits from industry representatives. Schedules students to test in their state of residence.
- Ensures that all licenses, registrations, and insurances are up-to-date, including those outlined by the Federal Motor Carrier Safety Regulations and the Department of Transportation.
- Opens and closes the facility daily, monitoring the security and condition of the equipment, instructional materials, and facility. Notifies the Director of any repairs that need to be performed on the facility or equipment, obtaining permission prior to performing any repair work or scheduling equipment for repairs.
- Supervises adjunct instructors, providing evaluative feedback to the Director of Workforce Development regarding job performance. Participates in the hiring process for full and part time faculty for the transportation program, orienting new faculty to program processes.
- Performs pre-trip and post-trip inspections daily Department of Transportation (DOT) specification and safety on the road as indicated in the Federal Motor Carrier Safety Regulations handbook.
- Attends professional development opportunities to ensure continued program relevancy to advance teaching skills and strategies, along with leadership skills.
- Develops and maintains professional relationships with industry-related personnel, employers and trade organizations to promote the advancement of the transportation profession.
- Provides updates as needed to local agencies providing financial support to students, once proper authorization is obtained.
- Assists in the development, and management, of the budget(s) to support transportation programs.
- Perform other tasks and duties assigned.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Understanding of commercial driving principles to include all aspects of vehicle operation: pre-trip inspection, skills/maneuvers, and over-the-road driving.
- Knowledge of Department of Transportation and Federal Motor Carrier Safety Regulations.
- Techniques for working with individuals of varying levels of skills and abilities.

Skills

- Strong public speaking skills.
- Strong oral and writing communication skills.
  Organizational marketing and recruiting skills.
- Good interpersonal skills.
- Strong organizational skills with attention to detail and proofreading.
- Operating a variety of equipment, including computer terminal, printer, calculator, fax, ~~,~~ and copier.
- Computer application software used within department to include but not limited to Microsoft Word, Excel, and Outlook.

Abilities

- Represent the College in public in a professional manner.
- Climbing: Into and out of conventional tractor cabs and trailers.
- Maintain an up-to-date Department of Transportation physical and presents documentation to Assistant Director. If a physical/mental impairment comes into existence that would affect his/her performance of instruction to students, it is be reported immediately to the Assistant Director.
- In addition to successfully passing a Department of Transportation physical, the Lead Instructor must have the ability to perform the following:
  - Pulling: Full strength vertically and horizontally to lift tractor hood and hook and unhook a trailer.
  - Standing: Up to 7 hours per day outside on asphalt/concrete surface in all types of weather conditions.
  - Sitting: Up to 7 hours per day riding in a tractor-trailer.
  - Agility/Dexterity: Ability to quickly turn head and/or body to observe student-driving situation. Ability to grab wheel and/or gearshift from the tractor passenger seat in an emergency.
  - Math: Ability to record and accurately calculate grades, mileage, and student driving time. Ability to evaluate student calculations.
  - English: Ability to read and write English. Ability to speak English understandably so that students can clearly and easily understand directions.
  - Speaking Ability: Ability speak distinctly and at sufficient volume to be heard by the student driver over the noise the noise of a running engine.
- Availability for course schedules which meet student demand (weekends/evenings as needed).

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties. Therefore, it is also not, nor can it be implied to be, a contract of employment.

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Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

_____
_____
_____

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

_____ _____
Human Resources Date