



## JOB DESCRIPTION

EASTERN WEST VIRGINIA COMMUNITY & TECHNICAL COLLEGE,  
a public, state supported comprehensive institution, serving the six-county district  
(Grant, Hampshire, Hardy, Mineral, Pendleton, and Tucker) in the Potomac Highlands.

### CDL Instructor

**Position:** Part-time; Temporary Status; Non-benefit eligible

**Location:** Moorefield, WV

#### Job Duties & Responsibilities

- Responsible for duties normally associated with training adult Workforce Education students in truck driving to include classroom and practical experience in over-the-road truck driving.
- Supportive of program promotion and recruitment to coordinate tractor lease in advance (6 weeks before class start) of at least 4 to 5 students per training and a minimal of 2 subsequent classes lined up to permit tractor rental for multi week training duration
- Responsible for regular coordination of tractor and trailer maintenance and repairs as well as fuel management to ensure readiness for instruction following College processes
- Expected to maintain knowledge of the Federal Motor Safety Carrier Administration (FMSCA) guidelines (<https://www.fmcsa.dot.gov/>) to ensure compliance for Eastern WV Community and Technical College
- Collaborate with Workforce Program Manager on direct student input management into the FMSCA database showcasing student readiness for CDL instruction and completion
- Leads and manages students in the classroom.
- Provides timely, detailed and individual feedback on students and all assignments.
- Communicates, supports, and enforces school policies and procedures
- Maintains a professional attitude at all times and follows Eastern West Virginia Community and Technical College's Institutional Policies
- Accurately reports student progress to FMSCA to permit coordination with DMV to schedule a test date for students who are ready to take the driving test
- Reports to the Workforce Program Manager on any needs, class scheduling, training progress, student success and completion to warrant student certificates of completion
- Informs the Program Coordinator Senior immediately of unsatisfactory academic student progress, discipline or attitude problems, and occurrences that warrant discussion
- Performs any related work as required for the success of the CDL program
- Instructor may be required to work hours to accommodate the program goals. Classes may be offered during the day, evening, and/or weekends.

#### Minimum Requirements:

- Must meet criteria as per [49 CFR § 380.605](#)
- High school diploma or GED
- Hold a current WV Class A CDL with endorsements
- Have an updated DOT physical and pass a drug screen
- Have four (4) years of satisfactory and reasonably continuous work experience in occupational area.

**Salary:** \$25 per hour

**Resume review begins immediately.**  
Search will remain open until position is filled.

Submit current resume, copies of WV Class A CDL and DOT passed physical, current driving record, and three 3 professional references (names, addresses and phone numbers).

Human Resource Office  
Eastern West Virginia Community & Technical College  
316 Eastern Drive  
Moorefield, WV 26836  
careers@easternwv.edu

**Equal Opportunity Employer**