



JOB ANNOUNCEMENT

EASTERN WEST VIRGINIA COMMUNITY AND 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 Training Instructor – Part-Time

Position Classification: Part-Time; Temporary Status; Non-Supervisory; Not benefit eligible
Location: Main Campus, Moorefield, WV; Petersburg Technology Center, Petersburg, WV
Scheduled Hours: On Demand - 8:00 am to 5:00 pm; Monday – Saturday; Up to 20 hours/week
Department: Advancement and Continuing Education
Reports to: CDL Training Specialist (Lead CDL Instructor)
Salary: \$25 per hour, commensurate on experience

Overview: This position provides quality training that produces skilled drivers to safely operate commercial vehicles and meet industry workforce needs. This position will perform duties related to delivering the appropriate instructional program in a learning environment that guides and encourages students to obtain their WV Class A CDL. Requires strong training skills. Also, calls for flexibility, excellent interpersonal skills, and the ability to work harmoniously with all levels of internal management, staff, and students, as well as outside clients. This position will ensure the CDL Training Program meets all expectations of the Federal Motor Carrier Safety Administration.

Job Duties & Responsibilities

- Responsible for duties normally associated with training adult Workforce Education students in truck driving to include theory, range and public highway skills.
- Supportive of program promotion and recruitment at area businesses while being a strong advocate for Eastern’s Workforce Education Department and representative of the College.
- Responsible for reporting any maintenance or repair issues of the tractor and trailer to the CDL Training Specialist (Lead CDL Instructor).
- Provide timely, detailed and individual feedback on each student and all assignments to the CDL Training Specialist and students.
- 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.
- Reports to the CDL Training Specialist (Lead CDL Instructor) on any needs, class scheduling, training progress, student success and completion to warrant student certificates of completion.
- Monitors and reports student performance, including progress, issues, discipline or attitude problems, and occurrences that warrant discussion, on a daily basis to the CDL Training Specialist (Lead CDL Instructor).
- Informs the Director of Workforce Education immediately if unsatisfactory student progress.
- Performs any related work as required for the success of the CDL Training Program.
- Instructor may be required to work additional hours to accommodate the program goals. Classes may be offered during the day, evening, and/or weekends.
- Must possess mobility to work in a standard office setting, as well as an outside environment, that could include extreme hot and cold temperatures.

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



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- Have four (4) years of satisfactory and reasonably continuous work experience in occupational area.

CLOSING DATE: Resume review begins immediately. Search will remain open until the position is filled.

IMPORTANT: You may access and submit Eastern's Online Employment Application [here](#). On this online application, you can attach the following requirements or send them separately to the contact information below. **All required documentation below must be received by the Human Resources Office to be considered for an interview.**

- A letter of interest that addresses your abilities to meet the qualifications and carry out the responsibilities of this position and addresses the requirements listed above
- Current resume
- Copies of WV Class A CDL and DOT passed physical
- Current driving record
- List of three (3) professional references familiar with your skills and performance including names, addresses, **e-mails**, and phone numbers

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