



The Latino Academy of Workforce Development

2909 Landmark Place, Madison, Wisconsin

Position Description

Position Title: Instructor/Trainer - CDL Program

Department: Workforce Development

Location: 2909 Landmark Place, Suite 203, Madison, WI 53713

Reports To: Director of Workforce Development

Position Type: Full-Time

Statement of Commitment to Equity & Inclusion

The Latino Academy provides a vibrant work environment in which diversity and differing opinions are valued, creativity is encouraged, learning and continuous improvement are cultivated, teamwork and open/honest communication are modeled, and meeting the needs of our students through quality service is absolute. All employees must demonstrate the ability to work with others from culturally diverse backgrounds in meaningful, relevant, and productive ways. Applicants from all walks of life are encouraged to apply.

Definition of Position

The CDL Program Instructor/Trainer is an essential member of our educational team at the Latino Academy, tasked with providing expert training to participants enrolled in our Commercial Driver's License (CDL) program. This key role involves instructing on the safe and lawful operation of heavy motorized vehicles requiring a Class A or Class B CDL, aligning with all pertinent state and federal regulations. The instructor plays a pivotal part in ensuring our students are fully prepared for their roles in the transportation industry, emphasizing safety, legality, and professional competence.

Position Details

- **Position:** Full-Time, Hourly, including evenings and some Saturdays
- **Wage Range:** \$24.00–\$28.00/hourly
- **Contact:** Send a cover letter and resume to Antonella Diaz at antonella@latinoacademywi.org.
- **Application Deadline:** Open until filled

Background Check Statement

Final candidates will undergo background checks on their driving records and, depending on the job's demands, may also need a criminal background check. Following a conditional job offer, candidates are required to clear drug and alcohol tests. In accordance with Wisconsin's Fair Employment Law (sections 111.31–111.395, Wis. Stats.), discrimination based on arrest or conviction records is not allowed. Nevertheless, the Latino Academy reserves the right to disqualify applicants whose criminal history significantly relates to the job duties. Employment is conditional upon passing these background checks.

Competitive Benefits include:

- Health, Dental, and Vision Care Insurance
- Short-Term/Long-Term Disability Insurance
- Flexible Spending Account
- Sick Pay and Paid Time-Off Vacation
- 401K Contribution - to 5% Employer Match
- Employer-Sponsored Disability Benefits
- Nine (9) Paid and Four (4) Floating Holidays
- Paid Thursday After Thanksgiving Holiday
- December 26 to 31 Paid Days Off
- Life Insurance
- Employee Assistance Program
- Staff Development Opportunities

Principal Activities and Duties – CDL Candidate Focus

CDL trainers will instruct/train the Latino Academy's CDL Student Candidates in the following:

- The safe and legal operation of heavy motorized vehicles requiring a Class A or Class B Commercial Driver's License in person and online.
- The safe and proper use of common and specialized equipment relating to the loading, unloading, and control of materials/cargo in compliance with safe conditions typical to Class A/Class B CDL drivers.
- The accurate and complete maintenance of all driving and load-related documentation including logs of vehicle service and repair status in accordance with applicable state and federal regulations.
- Conducting necessary vehicle and equipment inspection protocols including daily pre- and post-trip vehicle inspections on tractors and trailers to ensure that mechanical, safety, and emergency equipment are in good working order and how to properly fill out Vehicle Inspection Reports.
- Experiencing tractor and trailer driving in major metropolitan and rural areas.
- Implementing safety and delivery operations, logbook verification, and route scheduling.
- Identifying and implementing vehicle accident prevention strategies.
- Driving tractor-trailer combinations and applying knowledge of commercial driving regulations.
- Recognizing and following Federal Motor Carrier Safety Administration (FMCSA) requirements for a commercial driver's license.
- Identifying and performing minor repairs and attending to necessary maintenance and major repairs.

Principal Activities and Duties – Program Support Focus

- CDL trainers will assist the CDL program leadership and support staff in identifying and instituting effective processes and applying best practices in course design and presentation, program management, and candidate evaluation. The following highlights activities and duties supporting these processes and practices.
- Measure, evaluate, and document CDL candidates' knowledge and skill-based competencies.
- Measure, document, and report the effectiveness and efficiency of training methods and outcomes.

Principal Activities and Duties – Program Support Focus (CONTINUED)

- Submit complete, accurate, and timely student development reports.
- Model and drive a culture of accountability, continuous program improvement, and personal excellence.
- Deliver training to ensure the Latino Academy demonstrates best-in-class training.
- Assist in conducting CDL applicant interviews to determine suitability for candidacy in the Program.
- Conduct Program orientation sessions.
- Administer CDL skills testing and assessments to identify student skill gaps.
- Assist in developing curriculum, training aids, and materials.
- Performs other duties as assigned.

Key Competencies & Skills

Trainers of the Latino Academy's CDL program will possess the following knowledge, skills, and abilities:

- **Regulatory knowledge**
 - Knowledge of federal and state traffic and safety laws, regulations, and compliance requirements.
- **Communication Skills**
 - The ability to effectively conduct classroom and on-site instruction, and the exchange of pertinent information, ideas, and feedback with Latino Academy Staff.
- **Leadership Skills**
 - The ability to motivate and influence students toward achieving their professional goals; to provide direction and foster a positive, productive, and professional learning environment.
- **Time Management Skills**
 - The ability to organize activities, set realistic goals, and efficiently allocate time and resources; to handle multiple responsibilities and deliver timely results.
- **Creativity**
 - The ability to generate innovative ideas, approaches, or solutions for our students by connecting disparate concepts to differentiate the Latino Academy's services.

Qualifications and Skills:

Applicants are required to:

- Possess a valid DOT Class "A" commercial driver's license with air brakes at the time of application.
- Have two (2) years of CDL driving experience in the last 5 years **OR**
- Have two (2) years of experience providing post-secondary CDL Training within the last 3 years.
- Demonstrate experience in operating dump trucks.
- Be flexible to work during evenings and weekends.

Preference will be given to candidates who are bilingual in Spanish and English.



How to Apply

Interested candidates should submit their resume and a cover letter outlining their qualifications and experience for this position to **Antonella Diaz** at antonella@latinoacademywi.org. Please include **"Employment Coordinator Application"** in the email's subject line.

Application Deadline

Open until filled

The Latino Academy thanks all applicants for their interest, but only those selected for an interview will be contacted.