



**Job Title:** CDL Instructor - Transportation Academy (part-time)

The Latino Academy of Workforce Development is seeking a Part Time Instructor to work 20 - 25 hours per week in our Dane County location. This person will be responsible for teaching, training and evaluating 20+ students per semester and ensuring students obtain Class A/ B CDL. This is a great opportunity to join a growing Transportation Academy dedicated to helping students thrive. The best candidate will have the right blend of teaching experience, expertise working with students of all ages and backgrounds, and passion for helping students.

**Position:** PT, 20 - 25 hours per week.

**Wage:** \$18 - \$25 per hour range depending on experience and credentials.

**Knowledge, Skills and Abilities:**

Ability to develop curriculum and instruct; ability to provide instruction that will achieve the specific goals and objectives stated in the syllabi of the assigned courses; ability to create a meaningful learning environment; ability to communicate effectively with students, staff, peers and public groups; ability to treat all persons with respect, dignity and justice; and, ability to observe the stated policies and procedures of the organization.

**Characteristic Duties and Responsibilities:**

- Instruct Commercial Driver's License Class A and B in person and online
- Instruct students in one-on-one
- Support over the road CDL Class A and B training
- Develop curriculum and monitor and revise as appropriate to maintain course effectiveness
- Maintain proper documentation, including attendance, tracking, evaluations, etc.
- Assess student performance, identify any gaps and provide additional assistance as necessary
- Attend department meetings
- Counsel students as needed regarding skill issues and adherence to DOT regulations
- Train students in areas of weakness through constructive feedback and adult learning processes
- Assume responsibility for coaching and mentoring each student until student successfully obtains Class A/B CDL
- Promote the Transportation Academy, participate in efforts to recruit and retain students, and participate in efforts to promote educational opportunities at the Latino Academy of Workforce Development
- Other related duties as assigned

**Qualifications:**

- Experience in teaching
- Experience working with students of all ages and backgrounds
- Must hold a current Commercial Driver License Class A
- Must possess and maintain a good driving record with DOT/DMV

**Essential Technology:**

- Email - Experience with email systems
- Telephone - Experience with a voice mail system
- Computer - Experience with software to prepare documents, presentations, spreadsheets, etc.



### **Required Experience**

- At least two years of driving experience must have occurred within the last five years, OR two years of teaching in truck driving course work at the post-secondary level within the last three years

### **About the Latino Academy of Workforce Development:**

The Latino Academy of Workforce Development makes our community strong by providing bilingual, culturally competent adult education programming. Website: <http://www.latinoacademywi.org>.

For more information, contact Margarita Avila at [margarita@latinoacademywi.org](mailto:margarita@latinoacademywi.org) or (608) 512-0470. If interested, please send your resume and cover letter to [margarita@latinoacademywi.org](mailto:margarita@latinoacademywi.org).