



Instructor

Under general direction of the Training Department Manager of a campus, the Instructor performs duties related to delivering the appropriate instructional program as set forth by SWTDT in a learning environment that guides and encourages students to develop and fulfill their potential within a campus of Southwest Truck Driver Training (SWTDT). Requires strong training skills. Also, calls for flexibility, excellent interpersonal skills, and the ability to work harmoniously with all levels of internal management and staff, as well as outside clients.

CLASS CHARACTERISTICS

This is highly responsible position performing a wide variety of functions for SWTDT. Work is performed under the general direction of the campus Training Department Manager. Position requires schedule, confidentiality, and dress code adherence. This position requires an employee or prospective employee grant permission to do a background check.

Examples of Key Duties: (Not inclusive and may vary with individual assignment.)

1. Prepare and deliver instructional activities that facilitate active learning experiences
2. Establish and communicate clear objectives for all learning activities
3. Prepare classroom and range for class activities
4. Instruct and monitor students in the use of learning materials and equipment
5. Use relevant technology to support instruction
6. Observe and evaluate student's performance and development
7. Provide appropriate feedback on work
8. Encourage and monitor the progress of individual students
9. Maintain accurate and complete records of students' progress and development

10. Update all necessary records accurately and completely as required by laws, policies and school regulations
11. Prepare required reports on students and activities
12. Manage student behavior in the classroom and on the range by enforcing rules and procedures
13. Maintain daily attendance sheet
14. Perform certain pastoral duties including but not limited to student support, counseling students with academic problems and providing student encouragement
15. Communicate necessary information regularly to students and colleagues regarding student progress and student needs
16. Keep up to date with developments in subject area
17. Performs other duties as assigned by supervisor or management.

QUALIFICATIONS

Education and Experience

High school diploma or GED, CDL equivalent and three years within or related to the area of assignment. Experience sufficient to successfully perform the essential duties of the job as listed above.

Licenses

Person(s) hired into this class may be required to either possess at entry or obtain within specified time limits designated licenses, professional registration, certification or specialized education and training relevant to the area of assignment. Must possess and maintain a valid class A CDL and a satisfactory driving record.

Physical Requirements and Working Conditions

Must possess mobility to work in a standard office setting, as well as an outside environment. That could include extreme hot and cold temperatures, requirements are as follows:

- Computer skills
- Knowledge of Copier/Scanner/Fax/Phones
- Attend meetings at various sites within and away from the office
- Strength to lift and carry materials weighing up to 20 pounds
- Walking/Sitting/Standing for extended periods at a time
- Ability to raise voice in order to be heard
- Bending over or getting under a trailer
- Ability to drive a truck with a 53' trailer

Knowledge of: (at entry)

- Considerable knowledge of CDL requirements;
- Considerable knowledge of equipment;
- Ability to maintain accurate records, assemble and organize data, and to prepare reports;
- Computer applications related to the work;
- Techniques for effectively representing SWTDT, including making effective public presentations and dealing with a variety of individuals from various socioeconomic, cultural and ethnic backgrounds, in person and over the telephone.

Skill in: (at entry)

- Exceptional driving and training skills;
- Command of the English language;
- The ability to be flexible, and interface professionally with all levels of internal and external customers;
- Demonstrate outstanding instructional skills;
- Patience
- Friendly attitude
- Ability to accurately maintain and organize paperwork;
- Managing multiple tasks, often with competing deadlines;
- Preparing clear, concise and informative reports, correspondence and other written materials

HOW TO APPLY

To apply for a position at Southwest Truck Driver Training, please go to swtdt.com/employment-application to print and fill out the [SWTDT Job Application](#).

Once you fill out the application, please scan and email your application and information to Kristi Ullery at kristi@swtdt.com.