



4301 Third Street • Tillamook Oregon 97141

Position Opening Notice

Part Time Commercial Truck Driving Instructor

College and Area Information

Tillamook Bay Community College (TBCC) is seeking part time commercial truck driving instructor. Many transportation businesses on the north coast have indicated a significant need for trained truck drivers both local and long haul. TBCC offers a program to assist students to enter the transportation industry by training them in the operation of equipment requiring an Oregon CDL (Commercial Driver's License). This position will conduct these classes as well as refresher classes and professional development (safety trainings) as required.

Tillamook Bay Community College is located 85 miles west of Portland on the beautiful North Oregon Coast in Tillamook, Oregon; the county seat of Tillamook County. The County has a population of 26,000 and TBCC serves over 2,060 students per year.

Organizational Relationship

Reports to the Truck Driving Program Coordinator who reports to the Vice President of Instruction.

General Statement

The position of part time commercial truck driving instructor will provide training to students seeking to obtain a CDL. Instructor will provide training to students and businesses operating a truck driving simulator.

Term of Employment

Annual: July 1 – June 30.

Major Areas of Responsibility

1. Teach Commercial Truck Driving to students in the Truck Driving Program as assigned using approved curriculum.
2. Meet each assigned class with punctuality, enthusiasm and regular attendance.

3. Implement class activities that will promote maximum learning.
4. Cover the course content as described in the approved course outline, and provide sufficient exposure to the material so that the students will satisfactorily pass the Oregon CDL exam.
5. Carry out college policies in all aspects that relate to this position.
6. Assess students in meeting student learning outcomes.
7. Provide student employment information as appropriate.
8. Coordinate training using the TBCC truck driving simulator.
9. Offer refresher classes and classes using simulator as needed.
10. Other duties as assigned (e.g. light maintenance on trucks or teaching lot)
11. Work as a team member with other instructors and TBCC staff.

Specific Responsibilities

1. Prepare students to pass the Oregon CDL exam.
2. Provide truck driving simulation instruction.

Qualifications

1. Class A Commercial Driver's License required.
2. Five years Commercial Truck Driving experience with a clean driving record preferred.
3. Teaching experience preferred.
4. Department of Transportation experience with knowledge of DOT rules preferred.
5. Log truck, heavy haul or liquid haul experience preferred.

NOTE: Position requires some evening, weekend work and travel.

Knowledge, Skills, Abilities

1. Effective presentation skills.
2. Knowledge of laws pertaining to operating vehicles requiring a CDL to drive.
3. Ability to work effectively and sensitively with individuals of diverse cultural backgrounds and perspectives, and abilities.
4. Ability to consistently convey a pleasant and helpful attitude by using excellent interpersonal and communication skills to control sometimes stressful and emotional situations. Requires sufficient communication and human relations skills to resolve complaints/issues, defuse anger, and gain cooperation.

Application Information

Complete application packets will have first consideration. The submission of required application materials is the responsibility of the applicant.

Please respond via email with cover letter, resume and application indicating proof of your abilities to achieve the above job description and a minimum of three references to: patryan@tillamookbaycc.edu

Applications may also be mailed to:

Tillamook Bay Community College
Attn. Human Resources
4301 Third Street
Tillamook, OR, 97141

To print application go to <http://tillamookbaycc.edu/tbcc-employment-opportunities/> and choose the staff application packet.

Candidate selected for hire must provide official academic transcripts. A motor vehicle report will be obtained to confirm a clean driving record according to DOT hiring procedures.

Position Open Until Filled

Compensation and Position Availability

This is a .75 FTE part time position. Position will average 130 hours per month. Occasionally additional hours and/or travel may be required. Compensation starts at \$27.56/hour. Benefits are in accordance with Board Policy.