



REID STATE TECHNICAL COLLEGE

"The College That Works"

POSITION ANNOUNCEMENT/INTENT TO EMPLOY
(posted 9/6/2017)

EMERGENCY POSTING

Position: Commercial Truck Driving Instructor (*Temporary Position*)

Required Qualifications

1. Associate degree or equivalent at least sixty (60) semester hours in a planned program including associate degree core) from an accredited institution required.
2. Minimum of five years over the road work experience.
3. Full-time teaching experience in Commercial Truck Driving, preferred.
4. Certified Third Party Commercial Motor Vehicle Examiner credentials, preferred.
5. Current CDL required.
6. Must have knowledge of State and Federal CDL rules and regulations.
7. Must be able to maneuver tractor/trailer in difficult situations.
8. Effective oral, auditory and written communication skills are required.
9. Ability to work independently is required.
10. Ability to establish and maintain effective working relationships with students, other employees, and the public is required.

Duties & Responsibilities

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned.
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
8. Participate in the planning of effective long-range and short term goals for the department and college.
9. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
10. Other duties as assigned.

Salary Commensurate with education and experience according to State Salary Schedule D1.

Anticipated Employment Period – September 18, 2017

Application Deadline – September 13, 2017 @ 2:00 p.m.

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- A current resume
- Copy of unofficial or official college transcripts. (Transcripts must confirm applicant meets educational requirements.)
- Three (3) signed letters of references (not more than one year old; no computer generated signatures).

- Written verification of minimum, required work experience from a current or previous employer. Verification must include employment dates, job title, indicate if the employment was full-time or part-time, and be on official letterhead with an authorized signature.

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Reid State Technical College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.