

**Job Title:** CDL Instructor  
**Reports to:** Director of Workforce Development & Continuing Education  
**Terms:** Part-time

**Overall Job Responsibilities:** This position will be responsible for teaching Commercial Driver's License theory and skills (classroom and behind-the-wheel) to students enrolled in Western Texas College's Electrical Lineman certificate program and College on the Square's public CDL certificate program.

**Principal Duties and Responsibilities:**

- Demonstrating and following the WTC theory and skills curriculum subject matter for the students.
- Providing instruction on the parts and functions of a vehicle, and on-road regulations.
- Teaching practical skills related to all aspects of safe driving
- Helping students develop confidence in their driving skills
- Gaining control of the vehicle during emergency situations
- Documenting and reporting on students' progress
- Informing students when they are ready to take the driver's test and accompanying them to the testing facility
- Workplace attendance is essential for job function
- Required to be collegial, respectful, and professional with faculty, staff, and students always
- Performs other related duties as assigned

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Driving Instructor Requirements:**

- High school diploma or equivalent
- Valid Texas CDL A and Class C driving licenses
- Two (2) years of professional truck driving experience
- Ability to work evenings and on weekends, as required
- Clear driving and criminal record
- Excellent verbal and written communication
- Basic computer skills and audio-visual equipment experience
- Knowledge of the principles and practices of safe truck driving and all the laws and regulations covering tractor-trailer interstate operations.

- Patience and enthusiasm
- Ability to remain calm under pressure
- Must show an attitude that is favorable toward performance. Assessment includes professionalism, respect, motivation, maturity, and safety.

**Preferred Qualifications:**

- More than two (2) years of professional truck driving experience
- Recent truck driving experience
- Experience as a driving instructor
- Able to speak and understand Spanish

**To apply, please submit via email:**

- A current resume
- A cover letter describing how the applicant meets the “Qualifications” as listed in the job announcement. The applicant may also include other professional experiences that are applicable.

Please email resume and cover letter to **jobs@wtc.edu**.