

# **Adult Education Part-time Job Posting**

## **Full Job Description**

**Job Title:** Adult Education CDL Instructor - Cayuga-Onondaga BOCES CDL Program (part-time)

Cayuga-Onondaga BOCES is seeking an Adult Education Part-time Instructor to work 20 - 25 hours per week. This person will be responsible for teaching, training and evaluating 10+ students per semester and ensuring students obtain Class A/ B CDL. 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.

### **Knowledge, Skills and Abilities:**

Ability to provide instruction that will achieve the specific goals and objectives of the course; ability to create a meaningful learning environment; ability to communicate effectively with students and staff; ability to treat all persons with respect, and dignity; 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
- Instruct students in one-on-one
- Support over the road CDL Class A and B training
- Maintain proper documentation, including attendance, tracking, evaluations, etc.
- Assess student performance, identify any gaps and provide additional assistance as necessary
- 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
- Other related duties as assigned

### **Qualifications and Experience:**

- Must hold a current Commercial Driver License Class A
- Must possess and maintain a good driving record with DOT/DMV
- 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

Pay: \$23.00 1<sup>st</sup> year - \$25.00 2<sup>nd</sup> year

Interested candidates should send resume to:

Doug Tomandl, Director of Adult Education  
1879 West Genesee Street Road  
Auburn, NY 13021  
or email to [dtomandl@cayboces.org](mailto:dtomandl@cayboces.org)