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**California Human Development**

**Job Description**

**Employee name:**

**Job Title:** Truck Driving Instructor, Substitute
**Department/division:** Farmworker Services & Workforce Development

**Reports To:** Primary Instructor
**FLSA Status:** Non-Exempt – Temporary Part time

**Location:** Santa Rosa
**Revised Date:** 01/22/2020

**Summary Description:**

This is an instructional work teaching position under a comprehensive training program for economically disadvantaged and/or unemployed persons. The program provides employment and training opportunities in the field of Tractor-Trailer truck driving. The overall responsibilities of the Instructor include: organizing, developing and implementing a comprehensive truck driving training program in an actual shop area-work situation.

**DUTIES AND RESPONSIBILITIES:**

* Assist with instruction of students both in the classroom and in the truck, using truck driving curriculum and, taking into consideration the number of students, coming up with the most workable plan for effecting good teaching techniques.
* Instruct and tutor students; use materials, videos, audio tapes and other devices to demonstrate methods and procedures used to accomplish a work situation. This includes: training in attitudes, reliability, job readiness and interviews.
* Through conducting individual counseling, motivate students toward greater achievement in skill work performance and in maintaining good attendance records, work with students to enable them to succeed in achieving employment.
* Evaluate and grade students in accordance with established curriculum.
* Operate in a spirit of team work with the staff, jointly assessing needs of each student and work together in the guidance and development of the student.
* Perform light maintenance on trucks.
* Operate fork lift.
* Perform monthly progress reports on students.
* Actively participate in the safety program and provide meaningful suggestions for working safely.
* Perform other duties as assigned.

**Supervisory Responsibilities**

* May oversee and direct instructor’s aide
* Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws

**Required Skills and Abilities**

* Ability to communicate effectively verbally and in writing.
* Spanish-speaking ability highly desirable.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
* Ability to write routine reports.
* Ability to speak effectively with students and co-workers.
* Ability to add, subtracts, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
* Ability to compute rate, ratio, and percent.
* Sufficient capability in cognitive reasoning to perform complex transactions with a high degree of accuracy.
* Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
* Ability to interpret a variety of instructions furnished in written, oral, or schedule form.
* Ability to maintain appropriate boundaries with clients and staff both on and off duty as defined by agency ethical codes.
* Ability to use effective judgment in crisis situations.
* Ability to solve problems and resolve conflicts effectively.
* Should be one of caring and concern for other employees and clients served.
* Should build lasting relationships with both, giving them confidence in your skills and ability.
* Ability to maintain own psychological well-being.
* Ability to recognize and manage personal bias.

**Education and/or Experience**

* A high school diploma or equivalent.
* Minimum of three years in a journeyman level truck driving position.
* Knowledge in all aspects of truck driving.
* Experience teaching program participants.

**Certificates, Licenses, Registrations**

* Must possess a valid California drivers’ license, proof of auto insurance and be insurable under agency policy if driving a company or personal vehicle

**Physical Requirements**

Frequently: Sitting, Walking, Seeing, Hearing, Speaking

Occasionally: Standing, Carrying

Seldom: Bending, Stooping, Lift approximately 25 lbs., Squatting, Kneeling

Vision: Must have close, distance, color, and peripheral vision. Must also have depth perception and ability to adjust focus

**Work Environment**

Moderate to Loud noise level found in office or manufacturing

*This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time. All employees are to maintain a positive work atmosphere by acting and communicating in a manner so that you get along with customers, clients, co-workers, management and stakeholders.*

Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Reviewed by Human Resources: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_