

NFC Job Description

Job Title: Instructional Coordinator for Commercial Vehicle Driving Program
Department: Career and Workforce Education
Reports To: Associate Dean of Economic Development and Career/Workforce Education
FLSA Status: Exempt
Prepared: March 28, 2022
Approved Date: April 15, 2022
Approved By: Employee Services

SUMMARY

The Instructional Coordinator will be responsible for further developing the Commercial Vehicle Driving (CVD) programs at North Florida College. Duties include the instruction and retention of students enrolled in the program as well as placement activities to assist students with employment upon completion. The instructional coordinator will coordinate and implement the day-to-day CVD Program processes (to include marketing, recruitment, advising and monitoring of students); and evaluation and collection of data related to the program. The Instructional Coordinator will work under the supervision of the Associate Dean of Economic Development and Career/Workforce Education to ensure that program objectives are met.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Below are listed the primary tasks identified for this position. The duties articulated though not exhaustive, indicate the majority of the functions assigned to this position. Other duties may be assigned based on institutional need.

Must have personal and educational philosophy compatible with the goals, objectives, and mission of North Florida College.

1. Management of all courses to assure that CVD training meet the goals and objectives of North Florida College and program guidelines as determined by Florida Highway Safety and Motor Vehicles and the Federal Motor Carrier Safety Administration.
2. Perform as the lead instructor for the program, responsible for instruction and retention of program participants as well as their safety.
3. Development of new courses within the program that add to the Class A CDL training currently being offered, to include: Class B training, Passenger and School Bus Endorsement training as well as Tanker and Hazardous Endorsement training and be willing to obtain needed endorsements to teach.
4. Assist with the recruitment and scheduling of adjuncts, ensuring adequate program staffing levels.
5. Maintain active communication with, and further develop CVD Advisory Committee, scheduling at least two meetings per academic year (Fall and Spring).
6. Assist with marketing and student recruitment for CVD programs.

7. Properly perform pre and post-trip inspections on all program vehicles, reporting any issues or deficiencies to maintenance and Associate Dean as needed.
8. Submission of Student Driving Training Certification as students complete Theory, Range and Behind the Wheel portions of the program on the Training Provider Registry provided by the Federal Motor Carrier Safety Administration.
9. Work with and cooperate with the Third Party CDL Tester to schedule program participants for their CDL examinations
10. Maintain student files, ensuring they meet all State and Federal requirements and be available for all State and Federal compliance audits
11. Must be willing to obtain license endorsements

SUPERVISORY RESPONSIBILITIES

Supervision of adjunct faculty

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Class A CDL and a clean driving record. P, S, T, and H endorsements preferred

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or boards of directors.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear and taste or smell. The employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must

occasionally lift and/or move up to 40 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.