



# Nueta Hidatsa Sahnish College

## Position Description

**POSITION: CDL Instructor**

**DEPARTMENT: Academics**

**ACCOUNTABLE To: CTE Director**

**LOCATION: New Town, ND Campus**

**CLASSIFICATION: Full-Time/Temp**

**FLSA STATUS: Non-Exempt**

**PAY RANGE: DOE**

Nueta Hidatsa Sahnish College (“NHSC”) is committed to a unique educational community founded in culture and spirituality that nurtures holistic student success.

### POSITION SUMMARY

The individual would be responsible for incorporating academic instruction along with providing hands-on simulator training exercises and safety aspects of obtaining a Commercial Driver’s License from the state of North Dakota. The instructor performs duties related to delivering the appropriate instructional program as set forth by the Federal Motor Carrier Safety Administration (FMSCA) and the North Dakota Department of Transportation (DOT).

### ESSENTIAL JOB FUNCTIONS & RESPONSIBILITIES:

- **Teaching:** Teach and train students in the CDL Certificate program; design, prepare, present and evaluate courses in CDL; provide individual student evaluation; prepare students for the passing of the state CDL license; comply with all DOT regulations
- **Curriculum Development:** Actively participate in curriculum development, including planning, budgeting and assessment processes for Academics Department; actively integrate CDL simulator training with behind-the-wheel training
- **Community Involvement:** Actively participate in departmental, college and community programs in support of the NHSC Programs, including student recruitment
- **Service:** Serve on various NHSC Committees; attend workshops, seminars and in-service programs.
- **Professionalism:** Comply with all NHSC policies, practices and regulations, including faculty and instructional policies under the direction of the VP of Academics.
- **Teamwork:** Perform all other duties as assigned by the Vice President of Academics and the CTE Director

## **REQUIRED KNOWLEDGE, SKILLS & ABILITIES:**

- Considerable knowledge of CDL equipment and industry regulations
- Techniques for effectively representing NHSC include making effective public presentations
- Exceptional driving and training skills
- The ability to be flexible and interface professionally with all levels of internal and external customers
- Demonstrates quality instructional skills
- Exhibits patience with student learners

## **REQUIRED EDUCATION & EXPERIENCE:**

**Minimum Qualifications:** Five years driving a Tractor-Trailer Combination Truck with a safe clean driving record, clean drug test, and a clear background exam.

**Preferred Qualifications:** Minimum Qualification along with industry standards certifications such as OSHA, H2S Gas, Defensive Driving, and Hazwoper. High School Diploma or GED equivalency.

## **PHYSICAL DEMANDS & WORK ENVIRONMENT:**

**Work Environment:** The functions of this position are primarily performed in a classroom and in a Tractor-Trailer Combination Truck

**Physical Demands:** While performing the functions of this position, the employee is required to safely drive a Tractor-Trailer Combination Truck, with and without students. The employee will also be required to pass a background and drug test.

Applications are available on-line at [www.nhsc.edu](http://www.nhsc.edu)

Please forward completed NHSC application, cover letter, resume and three (3) references to:

Sidney Prospere  
Human Resources Director  
Nueta Hidatsa Sahnish College  
301 College Dr.  
New Town, ND 58763  
[sprosp@nhsc.edu](mailto:sprosp@nhsc.edu)

*Nueta Hidatsa Sahnish College is a member of the AIHEC, and an Equal Opportunity Employer*

