



# BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

Beginning date: March 7, 2019

Closing date: March 21, 2019

**This is an AT-WILL position for which the attainment of non-probationary status (tenure) is not available. (Grant funded; Continued employment is contingent upon funding.)**

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**POSITION # 761: Truck Driver Training Instructor – (one or more positions available) – Hamilton Campus**

**APPROXIMATE STARTING DATE: April 1, 2019**

**GENERAL INFORMATION:** Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

**QUALIFICATIONS:** High School diploma or GED required. Associate Degree from applicable discipline area or equivalent is preferred. Experience in maintaining tractor and trailer units is preferred. Documentation of appropriate infield work experience and current Commercial Driver's License (CDL) is required

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the ACCS Board of Trustees, duties will include, but are not limited to, the following:

1. Teach classes/truck driving as assigned. Classes/truck driving may be scheduled during the day, evening, or weekend and at any campus/instructional site deemed necessary.
2. Ability to stand for extended periods of time.
3. Maintain Class A license with a passenger, double/triple, and tank endorsements. Endorsements must be obtained before third party testing school.
4. Request material, equipment, and supplies as needed for the truck-driving program.
5. Assist students as an advisor in developing class schedules, program planning, and career counseling.
6. Maintain updated course syllabi for all courses taught and provide a syllabus to all students enrolled in the class. Each faculty member will adhere to the course syllabus and plans of instruction.
7. Review and recommend revision of curriculum periodically and provide input to the college-wide curriculum committee.
8. Assist in the development of course offerings and schedules each term.
9. Provide input for Annual Needs Assessment.
10. Maintain and submit all required documentation such as job placement, employer information, and retention.
11. Maintain all records as needed for the instructional program and the college.
12. Participate on college-wide committees as assigned.
13. Provide library information to students. Recommend library additions to enhance coursework.
14. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
15. Adhere to prescribed procedures in all financial operations of the program.
16. Maintain safe practices in classrooms and truck driving.
17. Actively recruit students for the program and the College.
18. Compile and dispense necessary reports in a timely manner.
19. Participate in the planning and budgeting processes for the truck-driving program.
20. Assist in enforcing all college policies.
21. Assist in the coordination of the institutional effectiveness plan.
22. Participate in and facilitate advisory committee meetings, recruit advisory committee members, and host at least 2 meetings annually.
23. Attend faculty and staff meetings.
24. Participate in approved professional development activities through professional organizations, seminars, and programs designed to maintain and improve skills.
25. Use technology in the classroom for presentations and hands on experience.
26. Assume all other duties assigned.

**SALARY RANGE** Compensation is in accordance with the **Bevill State Community College Salary Schedule C3 05 (\$37,096 – \$56,659) (100% Grant funded)**

**APPLICATION PROCEDURES:** Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Job Opportunities" at the bottom of the homepage. All applications should be mailed to:

Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501

**OR**

Email in a .pdf format to:  
Employment@bscc.edu

**APPLICATION DEADLINE:** All application material for this position must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3:00 pm March 21, 2019 to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips**

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a **nonrefundable fee of \$17.40** (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday. In the Summer term the College is open 7:00 to 6:00 Monday-Thursday and closed on Friday.