



**BEVILL STATE COMMUNITY COLLEGE**  
1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

**POSITION ANNOUNCEMENT**  
Beginning date: January 28, 2020  
Closing date: February 11, 2020

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**POSITION #800: Part Time Truck Driving Instructor (one or more positions available)**

**APPROXIMATE STARTING DATE: February 2020**

**GENERAL INFORMATION:** Bevill State Community College is an accredited, learning-centered institution dedicated to student success by providing quality educational and training opportunities that enrich lives intellectually, economically, and culturally.

**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 Drivers License (CDL) is required.

**ESSENTIAL JOB FUNCTIONS:** This position requires the employee to perform the following essential job functions with or without reasonable accommodations: perform data entry operations; operate a motor vehicle; communicate orally; communicate in writing; communicate with auditory skills; capable of mobility; climb and descend steps; sit for extended periods of time; stand for extended periods of time; utilize keyboarding skills; utilize microcomputer and computer terminals; maneuver in small places; bend; kneel; and reach; possess visual ability and manual dexterity; possess basic mathematical skills; operate calculator, copier, fax machine; demonstrate knowledge of the English language, including grammar, word usage, syntax, and sentence structure; utilize telephone system. **Comply with all policies of the Alabama Community College System, Board of Trustees, and the College.**

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System, 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:** \$25 dollars an hour for no more than 18 hours per week.

**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:** Completed applications must be received by 3:00 pm February 11, 2020 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.
- One current, 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 policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, age, or other classification protected by federal or state law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. BSCC will make reasonable accommodations for qualified disabled applicants or employees. BSCC reserves the right to withdraw a 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.