



POSITION ANNOUNCEMENT

TEMP INSTRUCTOR: CDL Driving Instructor – Pratt, KS

RESPONSIBILITIES:

Essential Functions–

- Teach CDL driving courses.
 - Prepare and deliver instruction that facilitates learning experiences.
 - Instruct and monitor students in the use of learning materials and equipment.
 - Use relevant technology to support instruction as needed.
 - Maintain accurate and complete records of students' progress and development.
 - Update all necessary records accurately and completely as required by laws, policies, and school regulations/expectations.
 - Manage student behavior while driving by enforcing rules and procedures.
 - Communicate information regularly to students and colleagues regarding student progress and student needs.
 - Keep up-to-date with developments in subject area.
 - Maintain records and files as requested by the department, Dean of Technical Education, and/or Vice President of Instruction.
 - Arrive on time for work, attend work regularly, and successfully complete the responsibilities of the position.
 - Comply with Pratt Community College policies, procedures, and practices.
 - Promote Pratt Community College.
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QUALIFICATIONS:

- High school diploma or GED required – Bachelor's degree preferred.
- Teaching experience preferred.
- Must be able to pass a background check.
- Must submit appropriate paperwork as required by DOT.
- Must possess a valid CDL Class A license and appropriate endorsements for at least two years.
- Behind-the-wheel instructors must hold an appropriate class of CDL of the same (or higher) class, including minimum endorsement(s) to operate the CMV for which training is to be provided and have either:
 1. A minimum of two years' experience driving a CMV requiring the CDL (including appropriate endorsement(s)); or
 2. A minimum of two years of experience as a behind-the-wheel CMV instructor.
- Knowledge of CDL requirements.
- Knowledge of equipment.
- Ability to maintain accurate records, assemble, and organize data.

- Ability to work effectively with students and industry representatives.
- Exceptional driving and training skills.
- Knowledge of Kansas and National DOT laws.

The qualifications listed are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties.

WORK CONDITIONS:

- Classroom instruction given in both indoor and outdoor conditions. Instructor will be required to sit for long durations during driving instruction. This position will require travel.

SALARY and STATUS:

This is a temporary position.

APPLICATION:

For full consideration, apply online at <https://prattcc.edu/departments/human-resource-department> send completed PCC employment application, resume, and copies of transcripts to the Director of Human Resources, Pratt Community College, 348 NE S.R. 61, Pratt, KS 67124. 620-450-2139. AA/EOE

Transcripts – *The hired candidate will be required to submit official, non-issued to student, transcripts.*

Start date: Fall 2025

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Pratt Community College reserves the right to revise or change job responsibilities as the need occurs. This job description does not constitute a written or implied contract of employment; rather, it is a clarification of the responsibilities of the position. This position description may be changed at any time by the Pratt Community College administration.