



SITTING BULL COLLEGE 9299 HWY 24 FORT YATES, ND 58538

www.sittingbull.edu

701.854.8000

EMPLOYMENT OPPORTUNITIES

CLOSING DATE: Until Filled
POSITION TITLE: CDL/Heavy Equipment Instructor
LOCATION: Sitting Bull College
Fort Yates, ND
SALARY: Full-time Faculty
SUPERVISION: Dean of Academics

SUMMARY OF WORK:

Responsible for providing instruction and supervision of work experience activities of students enrolled in the CDL and Heavy Equipment programs.

DUTIES AND RESPONSIBILITIES:

1. Prepare and implement lesson plans for the CDL and Heavy Equipment Programs.
2. Promote and recruit students into the CDL and Heavy Equipment programs.
3. Maintain various reports such as attendance, grades, and other reports as required.
4. Evaluate student performance and assign appropriate grades. Participate in student assessment activities.
5. Establish and monitor a work based learning plan for each student and ensure they complete the appropriate amount of on the road, on the simulator, and in class training.
6. Update and maintain curriculum to meet DOT and NCCER standards. Update and maintain course syllabi as needed.
7. Counsel and advise students enrolled in the CDL and Heavy Equipment programs. Maintain advisee file for each student.
8. Select and obtain materials and supplies such as textbooks and simulator equipment.
9. Maintain and keep inventory of department equipment.
10. Must communicate effectively with others.
11. Attend all scheduled college functions and meetings as required.
12. Provide friendly, helpful customer service to students, clients and visitors.
13. Other duties as assigned by the Dean of Academics.

QUALIFICATIONS:

1. Must have and maintain a Class A CDL.
2. Must be eligible for State Career and Technical Education certification.
3. Minimum of five years of industry experience and working knowledge of: over the road driving and safe operation of equipment including pre-trip inspections and air brakes, maintaining logbooks and hours of service, and handling of hazardous materials and freight; fundamental skills and knowledge to operate scrapers, bulldozers, off-road dump trucks, all-terrain forklifts, skid loaders, backhoes, wheel loaders, excavators, and motor graders including experience with and knowledge of grade reading, laser levels, equipment maintenance, soils and compaction, site layout, and safety.
4. Teaching experience preferred.
5. Have knowledge and experience working with federal and tribal programs.

New hires are subject to Tribal background check and pre-employment drug/alcohol testing. Must be drug and alcohol free. AA * EEO * M * F * V Employer

Please submit: Cover letter, Resume, official transcripts, 3 current reference letters signed and dated (1 from immediate supervisor), certificate of Indian blood (if applicable), copy of Social Security Card & Valid driver's license & SBC Background check to:

Personnel Office Sitting Bull College 9299 HWY 24 Fort Yates, ND 58538 (701)854-8004

Any applicant not having the above documents enclosed will not be considered.