



**Position Open Notice**  
**CDL Driving Instructor (2)**  
**Part-time**  
Thatcher, Arizona

**College and Area Information:**

Eastern Arizona College's District Offices are located in Thatcher, Arizona, a beautiful rural area with easy access to arid as well as mountainous recreation. The College is located approximately 125 miles northeast of Tucson and 165 miles southeast of Phoenix. EAC is a comprehensive community college offering five associate degrees across nearly 50 programs of study. Eastern Arizona College is the oldest member of the Arizona Community College system and is fully accredited by The Higher Learning Commission.

**Position Summary and Organizational Relationship:**

The CDL Instructor position reports to the CDL Coordinator and will develop and teach course materials to students, enabling them to pass the Certified Driver's License (CDL) test and receive a license. This is an important role that requires superior communication skills and strong teaching abilities.

**Required Qualifications:**

Required qualifications to effectively perform job. An equivalent combination of education, training, and experience will be considered.

- High School Diploma or GED equivalent.
- Must have a minimum of five years of over the road or local commercial driving experience, and/or minimum criteria required to obtain instructor licensure within the applicable jurisdiction and meet all other licensure requirements
- A valid Class A Commercial Driver's License (CDL) and Medical Examination Card is required.
- Must pass and continuously maintain a U.S. Department of Transportation (DOT) physical which is issued in accordance with all regulations and recommendations of the Federal Motor Carrier Safety Administration, pass an approved DOT drug test and hair follicle drug test (HFT) and agree to random and suspicion-based drug and alcohol screening.
- Ability to engage and relate effectively with students from a wide variety of ethnic backgrounds, learning orientations, and levels of preparedness.
- Ability to model, develop and maintain safe operational processes and environments while adapting to emerging operational conditions and technologies.
- Prioritizing safety by implementing safety protocols, conducting safety training, and promoting a culture of safety among CDL students and staff.
- Willing and able to work on a non-traditional schedule that may include early morning, day, evening, and/or weekend responsibilities and be available to teach day and/or evening and/or summer classes as assigned.

**Preferred Qualifications:**

- Doubles, triples, hazmat, tanker, and/or school bus endorsements on CDL license
- Occupational experience in a supervisory or training capacity
- Ability to work well within a departmental structure.
- Ability to use computers to supplement instruction.
- A clear understanding of and commitment to the community college philosophy and goals.
- Proficient in Microsoft Office programs and other general office equipment.
- Excellent communication skills, both verbally and in writing.
- Strong teaching abilities

**Essential Functions:**

- Provide driving instruction to students.
- Provide feedback to students.  
Complete administrative work and maintain records as required.

**Knowledge, Skills and Abilities:**

May be representative, but not all-inclusive, of those knowledge, skills, and abilities commonly associated with the job.

- Understanding of and the ability to comply with ADOT requirements of a CDL training program.
- Understanding of federal and state regulations governing commercial driving and CDL requirements.
- Knowledge of fleet operations and maintenance practices, including vehicle inspection protocols and safety standards.
- Working collaboratively with other staff members, instructors, and administrative personnel to ensure smooth program operations and delivery.

**Physical Abilities:**

Activities commonly associated with the performance of the functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

- May need to spend extended periods standing or walking while supervising training activities or conducting pre-trip inspections.
- Occasionally, there may be a need to lift and carry training materials, equipment, or supplies, although heavy lifting requirements are typically minimal.
- Required to use close vision and be able to focus.
- Regularly required to talk and hear; frequently required to sit, stand and bend at the knee and waist, and walk.
- Good auditory perception is important for effectively communicating with instructors, students, and other staff members, as well as for maintaining situational awareness during training activities.
- Occasionally required to reach and grasp items, and to stoop, kneel, crouch, and crawl.
- Regular attendance is a necessary and essential function.

**Working Environment:**

Environmental or atmospheric conditions commonly associated with the performance of the functions of this job.

- Generally, works in a trucking environment, but may occasionally be exposed to extreme temperatures, humid conditions, and inclement weather conditions.
- Exposed to moderate to loud noise levels of engines at a close proximity.
- Exposed to dust, oils, chemicals, and fumes on occasion.
- Exposed to hazardous driving conditions, vibration, moving mechanical parts.

**Application Information:**

Applicants should send a resume, a letter of application addressing each of the required qualifications and describing experience related to the position responsibilities and a signed copy of the EAC application form, available on EAC's website ([EAC Application Form](#)). Application materials can be emailed to [careers@eac.edu](mailto:careers@eac.edu) or mailed to the address listed below:

Eastern Arizona College  
Human Resources – SS 209  
615 N. Stadium Avenue  
Thatcher, AZ 85552-0769

**The submission of all required application materials for the screening committee's review is the responsibility of the applicant. Applicants must be prepared to interview at their own expense.**

**Closing Date:**

The position is open until filled. Review of applications will begin immediately and continue until the successful candidate is identified.

**Compensation and Position Availability:**

The initial position compensation is **\$28.27 per hour**. The anticipated position start date is **January 13, 2025**.

**Questions:**

Human Resources Department  
Voice: (928) 428-8915  
FAX: (928) 428-2576  
E-mail: [Careers@eac.edu](mailto:Careers@eac.edu)

## EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs and activities.

Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f) and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. Additional copies are available at the Alumni Library (Thatcher Campus), the Learning Resource Center (Payson Campus), and the library (Gila Pueblo Campus). A paper copy of the report will be provided upon request at EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ.

A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at each of the campuses: EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ (Thatcher Campus); Gila Pueblo Campus Administration Office, located at 8274 Six Shooter Canyon Road, Globe, AZ (Gila Pueblo Campus); and Payson Campus Administration Office, located at 201 N. Mud Springs Rd., Payson, AZ (Payson Campus). A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.