

# SCHOOL DISTRICT OF FLAGLER COUNTY

## JOB DESCRIPTION

### FLAGLER TECHNICAL INSTITUTE COMMERCIAL VEHICLE DRIVING (CDL) FACILITATOR

#### QUALIFICATIONS:

- (1) Bachelor's degree, from an accredited college or university in related field; or an AA degree with minimum of three (3) years experience working in related field; or high school diploma with five (5) years of experience in related field.
- (2) Valid Florida driver license.
- (3) Valid Florida CDL license.
- (4) Willing to be flexible in work schedule.
- (5) Third Party CDL Skills Tester
- (6) Prefer candidates who are qualified to teach CDL courses.

#### KNOWLEDGE, SKILLS AND ABILITIES:

Considerable knowledge of planning and implementation of a Commercial Vehicle Driving program. Demonstrated ability to manage and coordinate staff, programs, and events. Demonstrated ability to understand budgets and work within program budget. Knowledge of federal, state and district rules, policies and laws related to the Commercial Vehicle Driving program. Possess solid organizational and interpersonal communication skills with ability to build effective relationships with school and community personnel. Possess excellent written and oral communications skills.

#### REPORTS TO:

FTI Administrator or designee

#### JOB GOAL

*To provide leadership in the planning, implementation and delivery of the Commercial Vehicle Driving program.*

#### SUPERVISES:

As Directed

#### PERFORMANCE RESPONSIBILITIES:

- \*(1) Manage, coordinate, and oversee administration of Commercial Vehicle Driving program to include: staffing, budget and accountability.
- \*(2) Attend all required state, federal, and local related meetings.
- \*(3) Collaborate with other Flagler Technical Institute (FTI) staff to ensure a quality, well integrated program.
- \*(4) Oversee budget of Commercial Vehicle Driving program.
- \*(5) Coordinate all service and program elements related to Commercial Vehicle Driving program, including recruitment and job placement.
- \*(6) Perform other incidental tasks consistent with the goals and objectives of this position.

\*Essential Performance Responsibilities

FTI Commercial Vehicle Driving Facilitator (Continued)

**TECHNOLOGY ACCESS:** NO ACCESS

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**TERMS OF EMPLOYMENT:**

Days	Annual
Hours per Day	8
Salary Lane	PBB
Salary Schedule	Professional
Position Code	63101

**Job Description Supplement Code 3**

**Approved 6/17/14**

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