



NEBRASKA INDIAN COMMUNITY COLLEGE

VACANCY ANNOUNCEMENT

NOTICE: This announcement is not a complete job description. For a complete job description, contact HR.

POSITION TITLE: Safe Driver Academy Instructor (*full-time, exempt, salaried position*)
PRIMARY WORK LOCATION: NICC campuses and approved training sites, with the primary office currently located at the South Sioux City Campus
STARTING WAGE: \$50,000 – \$60,000
CLOSING DATE: UNTIL FILLED

ABOUT THE COLLEGE: *"The Nebraska Indian Community College provides quality higher education and lifelong educational opportunities for Umoⁿhoⁿ (Omaha) Isanti (Santee Dakota) and all learners."* Nebraska Indian Community College is envisioned as a comprehensive Tribal College which values service through high quality education. Institutional programs value and cultivate the creative and productive talents of learners, faculty, and staff, and seek ways to contribute to the self-sufficiency of the Nations served, the wellbeing of our communities, and the quality of life and development of its learners, faculty, and service areas.

KNOWLEDGE, SKILLS, COMPETENCIES, and ABILITIES:

Required Qualifications:

- Valid Class A Commercial Driver's License (CDL), with endorsements appropriate for the instructional assignment.
- Minimum 21 years of age
- High school diploma or equivalent
- Current DOT Medical Examiner's Certificate or ability to obtain.
- Clean driving record with no license suspensions or revocation within the past six (6) years
- No convictions for serious driving-related offenses involving alcohol or controlled substances
- Eligibility to obtain required instructor certifications applicable to the program
- Strong verbal and written communication skills
- Ability to work effectively with diverse participants and learning styles
- Ability to accept direction, follow established procedures, and work within the organizational chain of command
- Demonstrated professionalism, reliability, and respect in workplace interactions
- Strong organizational skills, including the ability to track data and support grant-related reporting requirements
- Commitment to safety, professionalism, and responsible driving practices
- Ability to pass a federal background check

Preferred candidates will have proven success in the following:

Preferred Qualifications:

- Current CDL instructor certification, driving instructor certification, or safety instructor certification.
- Experience delivering Class A CDL training, driver safety, transportation, or workforce development programs.
- Experience teaching adult learners.
- Experience with participant assessment, data tracking, reporting, and grant-supported programming.
- Knowledge of Federal Motor Carrier Safety Administration (FMCSA) regulations, Nebraska CDL requirements, and commercial vehicle safety standards.
- Familiarity with accreditation, certification, or regulatory compliance standards.

SUMMARY OF DUTIES AND RESPONSIBILITIES:

NICC is seeking a knowledgeable, organized, and safety-focused Safe Driver Academy Instructor to provide high-quality commercial driver training and safety education. The primary responsibility of this position is to deliver

Class A CDL instruction through classroom, range, and behind-the-wheel training in accordance with applicable federal, state, and program requirements.

The instructor will prepare participants with the knowledge, skills, and practical experience necessary for safe commercial vehicle operation and successful completion of Class A CDL requirements. Additional transportation-related courses, including driver education, defensive driving, or passenger vehicle instruction, may be offered based on community demand, program needs, instructor qualifications, certifications, and applicable approvals.

This grant-supported instructional position is responsible for delivering effective instruction, developing course materials, maintaining participant records, tracking outcomes, and providing documentation necessary for institutional and grant reporting. This position does not include responsibility for grant administration, grant writing, or grant management.

The ideal candidate demonstrates a commitment to roadway safety, regulatory compliance, workforce development, student success, and effective educational program delivery.

Key Responsibilities

- Provide classroom, range, and behind-the-wheel Class A CDL instruction to prepare participants for CDL knowledge, skills, and road examinations.
- Deliver instruction using approved curriculum and established training standards while adapting teaching methods to accommodate varying skill levels and learning styles.
- Supervise participants in classroom, controlled practice environments, and on-road training settings.
- Evaluate participant progress through written assessments, skills demonstrations, and performance observations.
- Promote safe driving practices, professionalism, and regulatory compliance throughout all instructional activities.
- Maintain accurate records of attendance, registration, assessments, participant progress, and instructional activities.
- Track participant outcomes and provide required documentation to support institutional and grant reporting requirements.
- Maintain confidentiality of participant and student information in accordance with college policies and applicable regulations.
- Conduct required pre-trip, post-trip, and routine inspections of training vehicles and equipment.
- Maintain required vehicle inspection records and report safety concerns, deficiencies, or maintenance needs to appropriate personnel.
- Ensure compliance with applicable federal, state, Tribal, institutional, and program requirements related to commercial driver training.
- Report accidents, incidents, and safety concerns according to established procedures.
- Collaborate with faculty, staff, program leadership, and community partners to support student success and program goals.
- Participate in meetings, professional development activities, and required instructor certification training.
- Perform other related duties as assigned in support of the Safe Driver Academy and Nebraska Indian Community College.

Knowledge, Skills, Competencies, and Abilities

- Knowledge of commercial vehicle operation, driver safety principles, and transportation regulations.
- Knowledge of FMCSA regulations and Nebraska CDL licensing requirements.
- Ability to effectively instruct both classroom and behind-the-wheel training.
- Strong communication, organizational, and documentation skills.

- Ability to maintain accurate educational records and meet reporting deadlines.
- Ability to establish and maintain positive working relationships with students, colleagues, and community partners.
- Ability to exercise sound judgment and maintain a strong commitment to safety.
- Proficiency with standard computer applications and electronic recordkeeping systems.
- Ability to manage multiple responsibilities while maintaining instructional quality

Work Environment

- Combination of classroom instruction, driving range activities, vehicle inspections, and on-road commercial vehicle instruction.
- Frequent operation of commercial and motor vehicles.
- Regular outdoor work in varying weather conditions.
- Frequent lifting, climbing into commercial vehicles, walking, standing, bending, and other physical activities associated with driver training and vehicle inspections.
- Occasional evening and weekend instruction may be required based on program schedules.
- This position requires regular travel between Nebraska Indian Community College campuses and approved instructional locations.
- This is a grant-funded position. Continued employment is contingent upon the availability of grant funding.

Compensation & Benefits

- Competitive pay is based on education, experience and qualifications.
- Comprehensive benefits package in accordance with NICC policies.
- Professional development opportunities.

SPECIAL INSTRUCTIONS TO APPLICANTS: Nebraska Indian Community College gives preference to eligible and qualified applicants in accordance with the Indian Preference in Employment Act and Veterans' preference. In the absence of qualified Indian applicants, consideration will be given to applicants without regard to race, religion, sex, national origin, age, sexual orientation, gender, veteran status, the presence of non-related medical condition or handicap, or other legally protected status. NICC is an Equal Opportunity Employer.

HOW TO APPLY: You can visit us on the web at <http://www.thenicc.edu>. Applications are also available on any of our three campuses. **FACULTY:** Include the following: (1) a letter of intent outlining how you are qualified for the position based upon the qualifications and responsibilities, (2) a resume/CV, (3) a copy of official transcripts, and (4) an NICC Application. Please send your application materials to the Human Resources Office at hr@thenicc.edu

NICC (South Campus)
111 Hwy 75
Macy, NE 68039
Phone: 402-837-4183

NICC (West Campus)
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NICC North Campus
2605 ½ Dakota Ave.
South Sioux City, NE 68776
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