



Apollo Career Center is accepting applications for the position of:

ADULT EDUCATION TRUCK DRIVING ACADEMY MANAGER

STARTING DATE:	December 2024/January 2025
REPORTS TO:	Director of Adult Programs
SALARY RANGE:	<ul style="list-style-type: none"> • based on appropriate salary schedule, commensurate with education and experience
BENEFITS:	<ul style="list-style-type: none"> • medical/dental/life insurance • sick/personal leave
WORK WEEK/YEAR:	<ul style="list-style-type: none"> • 183-day school year calendar • day and evening hours
MINIMUM QUALIFICATIONS:	<ul style="list-style-type: none"> • high school graduate • possess a state of Ohio Class A CDL • possess, or ability to obtain, a driving school manager's license • possess extensive knowledge and background in truck driving • possess, or ability to obtain, a valid Adult Workforce Education permit • ability to manage and motivate professionals as a cohesive team • ability to instruct • ability to pass FBI/BCI background checks
RESPONSIBILITIES:	<p>Manage all aspects of the Apollo Truck Driving Academy and the Allen County CDL Exam Station which includes, but is not limited to:</p> <ul style="list-style-type: none"> • following state approved curriculum • scheduling/teaching classroom, range/lot, and road instructors • scheduling student testing • maintaining all equipment for positive lot and road experiences • using class, lot and road time effectively and efficiently • preparing for annual inspections
MATERIALS TO SUBMIT:	<ul style="list-style-type: none"> • application (available at: https://www.apollocareercenterhs.com/jobs-at-apollo/) • resume and other applicable documentation
APPLICATION DEADLINE:	December 19, 2024
APPLY TO:	<p>Tara Shepherd, Director of Adult Programs Apollo Career Center 3325 Shawnee Rd. Lima, OH 45806-1454 Phone: 419-998-2972 Email: tara.shepherd@apollocc.org</p>

It is the policy of the Apollo Joint Vocational District that educational activities, employment practices, programs, and services are offered without regard to race, color, national origin, sex, religion, disability, or age.