



ALLEN COMMUNITY COLLEGE
IOLA, KANSAS
ANNOUNCEMENT OF VACANCY

POSITION: **Director of the Commercial Driver's License (CDL) Program**

12-Month Contract | Full-Time Staff Position

RESPONSIBILITIES:

The Director of the Commercial Driver's License (CDL) Program is responsible for the leadership, administration, compliance, and continuous improvement of the College's CDL training program. This position provides day-to-day operational oversight of the program, ensures compliance with all applicable federal and state CDL regulations, and oversees curriculum and instructional quality in collaboration with instructors and academic leadership.

The Director serves as the primary liaison with industry partners, employers, and regulatory agencies, and supports student recruitment, retention, completion, and licensure outcomes. This role also includes supervision of program staff, oversight of equipment and facilities, and coordination of program budgeting and resource allocation in support of high-quality workforce education aligned with regional employer needs.

[Position Description](#)

QUALIFICATIONS:

Required Knowledge and Skills:

- Valid Commercial Driver's License (CDL) appropriate to program offerings, or ability to obtain within a specified timeframe
- Minimum of three (3) years of experience in commercial driving, transportation training, or a related field
- Knowledge of federal and state CDL regulations, including FMCSA Entry-Level Driver Training (ELDT) requirements
- Strong organizational, leadership, and communication skills
- Ability to manage competing priorities and oversee complex operations
- Proficiency with computer applications and data reporting systems
- Demonstrated ability to supervise, evaluate, and support staff

Preferred Experience:

- Experience in postsecondary or workforce education
- Supervisory or program management experience
- Experience working with industry partners and advisory committees
- Certification and/or training applicable to commercial driving instruction or program oversight

LOCATION:

Iola Campus. Travel to other service area regions and training locations will be required based on program needs.

SALARY: \$57,700 – 85,000 depending upon experience. An excellent benefits package is available.

STARTING DATE: Position is open until filled.

APPLICATION: Submit letter of interest, resume, completed employment application, unofficial transcripts, and names, telephone numbers and email addresses of three professional references. Review of applicants will begin Monday, March 30, 2026 and will continue until the position is filled. Official transcripts are required at time of employment. The successful candidate will be subject to passing a background check.

APPLY TO: Shellie Regehr
Human Resources
Allen Community College
1801 N Cottonwood
Iola, KS 66749
Email: hr@allencec.edu

Allen Community College provides quality higher education and workforce development to approximately 4,000 students each academic year. The Iola Campus, with residence halls and vibrant arts and athletics programs, offers the two-year college experience in a caring atmosphere. Allen Online Learning serves students with individual online courses and fully online certificate and degree programs.

Allen Community College is committed to a policy of nondiscrimination on the basis of race, sex, color, national origin, religion, age, and disability in admissions, educational programs or activities, and employment; all as required by applicable laws and regulations under the Title VI Civil Rights Act of 1964, the Title IX Regulations of 1972, Section 504 of the Social Rehabilitation Act of 1973, and the Americans with Disability Act of 1990. Responsibility for coordination of compliance and receipt of inquiries has been delegated to the Vice President for Student Affairs, Allen Community College, 1801 North Cottonwood Street, Iola, Kansas 66749, 620-365-5116, vpsa@allencec.edu.