**Donald L. Jost**

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**Professional Summary**

Motivated teaching professional with 20 years of classroom/field experience in leadership and management, striving to develop adult centered learners through higher education endeavors.

**Education**

**Trident University International**

MBA – Concentration in General Management (Graduated Summa Cum Laude) 2013

**Wayland Baptist University**

BSOE – Occupational Education (Graduated with Honors) 2009

**Community College of the Air Force**

Senior Non-Commissioned Officer Academy (Management/Leadership) 2014

Instructor Certification Level II (Education) 2014

Professional Management Certificate (Management) 2011

Petroleum Logistics Management Course (Management/Logistics) 2011

Logistics 299 Certification Course (Combat Logistics) 2011

Senior NCO Joint Professional Management Education (Management) 2010

Master Occupational Instructor (Education) 2007

Instructor of Technology/Military Science (Education) 2006

Non-Commissioned Officer Academy (Management) 2006

Basic Instructor Course (Education) 2005

Associates of Logistics Management (Logistics/Management) 2004

Airman Leadership School (Management/Leadership) 2001

**Work Experience**

**United States Air Force**

Air Force Senior Non-Commissioned Officer Academy Instructor July 2014—Present

* Successfully improved student participation in the classroom through integration of guided discussions, scenarios, experiential exercises and critical thinking material
* Improved Student’s analytical skills by introducing online learning through the use of Blackboard system
* Created and implemented after-hour student guided study group sessions through distance learning
* Modified general education curriculum for sister service and International students based upon a variety of instructional techniques and technologies
* Planned, implemented, monitored, and assessed classroom instructional programs consistent with Air University and Barnes Center for Enlisted Education regulations and terminal cognitive objectives
* Fostered meaningful relationships and inclusive learning environment among students through guided discussions, interactive working groups and strategic studies projects
* Provided key support for facility/library expansion project
* Consistently received positive instructor evaluations from students and evaluators
* Operated Partners in Education detail for local schools and handled all aspects of planning and activities
* Led instructor training to include lesson preparation and new material familiarization

**United States Air Force**

Fuels Management Operations Section Chief Jun 2011—Jul 2014

* Led 70 employees in all aspects of fuels related duties to include: shipping, storing, testing, inventory, issue and receipt of all fuel products
* Oversaw positioning of 70 personnel commensurate with their abilities and knowledge
* Initiated rollout of new enterprise software for fuel sale reporting processes
* Partnered successfully with Higher Headquarters and Major Commands to produce instructional and technical order changes Air Force wide
* Developed and implemented new training guidelines and policies to reduce redundancy of numerous on the job training requirements
* Improved the product development process by incorporating Lean Six Sigma concepts
* Instructed through lectures, discussions and demonstrations in Leadership, Management, Core Values and Enlisted Performance Report writing skills

**United States Air Force**

Afghan Advisor/Instructor/Course Development Mar 2010—Mar 2011

* Led cross-cultural teams to create impactful messaging, demand-generation programs and on the job training
* Oversaw development, implementation, and monitoring of Petroleum, Oils, and Lubricants career field and training strategies for the entire Afghan Air Force
* Coordinated with Afghan leadership on all aspects of training and education for 65 Afghan personnel along with 2,000 Afghan student soldiers annually
* Managed 19 stand-alone educational facilities worth $17 million
* Program manager of 11 local national interpreters taking care of all schedules, employee progress reports and pay
* Developed and instructed advanced Afghan training course; created 10 modules designed for continuing education of Afghan Air Force supervisors
* Wrote office job descriptions and directives for 23 positions
* Developed operational concepts and training to transition logistics operations to Afghan forces
* Directed logistical training procedures in accordance with military regulations
* Supported senior ranking officials in logistics decision making
* Developed train the trainer course for 20 Afghan University professors to qualify them as Afghan Air Force instructors

**United States Air Force**

Non-Commissioned Officer of Quality Assurance/Fuels Training and Support Jul 2008—Mar 2010

* Oversaw daily training operations for 64 personnel
* Wing level Self-aid and Buddy Care instructor; 100+ personnel trained
* Tracked training records and skill level upgrades for 62 personnel/92 tasks each
* Prepared and maintained flights’ $72 thousand budget
* Managed flight mobility program; ensured completion of 780 ancillary training requirements
* Worked with Higher Headquarters to facilitate mobility requirements for 64 employees with critical level manning shortages

**United States Air Force**

Fuels Apprentice Course Master Instructor Feb 2004—Jul 2008

* Employed a broad range of instructional techniques to retain student interest and maximize learning
* Developed, administered and graded tests in order to evaluate students’ progress
* Constructed training site plan and implementation of new equipment training site location
* Developed course material for new Fuels equipment; 2 modules/10 lessons/40 academic hours
* Obtained coveted Mater Instructor certification 1 year ahead of peers
* Instructed 43 classes on all aspects of apprentice and advanced level curriculum; 11,000 hours
* Deployed to Kuwait to create lesson plans for new fuels equipment; 45 days equipment familiarization/120 days course material and lesson design
* Rewrote lesson plans to accommodate technical order changes and requirements
* Revamped entire course to reallocate required changes and hours criteria regulations
* Designed power point presentations for 3 courses in the Fuels career field; 410 academic and hands on hours

**United States Air Force**

Non-Commissioned Officer in Charge, Fuels Laboratory Feb 2000—Feb 2004

* Maintained laboratory instruments and equipment
* Led 3 man laboratory team responsible for sampling 5 million gallons of fuel
* Conducted daily, weekly, monthly and annual sample requirements on 10 fuel tanks, 23 fuel trucks, and numerous operational section tanks
* Developed continuity book/training lessons for individuals in upgrade training
* Trained 37 individuals on 25 Fuels laboratory core tasks
* Calibrated and maintained temperature, flow and pressure sensors
* Recorded test results using a variety of electronic programs
* Served as laboratory assurance officer
* Led Wing lock-out/tag-out program
* Accurately inventoried laboratory chemicals and supplies; reordered as required

**Qualifications**

- Managing classroom for diverse populations - Critical Thinking

- Student centered learning - Management/Leadership experience

- Effective time management - Adult learning education

- Online education experience (Student and Instructor) - Strong teamwork attributes

- Knowledge in human behavior - Ability in computer functions

- Excellent communication skills - Superb multi-tasking skills

**Accomplishments**

* Managed/coached numerous Youth Center programs which resulted in over 100 youth being developed in sports, leadership, teamwork and sportsmanship
* Three time Senior NCO of the Year (2010, 2012, 2013)
* Earned Air Force Outstanding Volunteer Service Medal
* Air Force Instructor of the Year (2007)
* International Partner in Education Award.