

POSITION ANNOUNCEMENT

Building Construction Technology Program – Portland Campus

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Associate Instructor for Building Construction Technology Program for the Portland Campus. This is a full-time position, Monday –Friday. This class is scheduled to start September 2019, with a hire date of August 2019. Work hours are Monday through Friday, 7:30 a.m. to 3:30 p.m.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED. Vocational or Technical School certification, training, or apprenticeship required. Associate Degree preferred.
- Three (3) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years. Teaching experience preferred.
- NCCER Instructor Certification preferred.
- Excellent verbal and written communications skills required.

GENERAL DUTIES:

1. Develop course of study and conduct training program in specialty area.
2. Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
3. Formulate teaching outline and determine instructional methods utilizing knowledge of specific training needs and effectiveness of such methods as individualized and group instruction, lecture, demonstration, and conference.
4. Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
5. Test trainees to measure progress and evaluate effectiveness of instruction.
6. Select or develop specifications for machines, equipment, and tools; maintain good physical conditions in classroom and/or shop.
7. Participate in SkillsUSA
8. Maintain student records and reports.
9. Responsible for student placement and assist with student follow-up.
10. Cooperate with outside agencies; work with program advisory committees; conduct visits to business and industry; establish and maintain good public relations with the school's general public.
11. Participate in recruitment of students.
12. Instruct students in safety and practice good safety habits.
13. Supervise students that are participating in cooperative education.
14. Participate in professional development and growth annually.
15. Perform such other duties as may be assigned by the President and Vice President of the college.

Salary: Salary is commensurate with experience, education, qualifications and TCAT Nashville guidelines.

Level	Minimum	Midpoint	Maximum
Associate Instructor	\$47,235		\$61,230
Instructor	\$47,641	\$51,453	\$66,698

APPLICATION DEADLINE: Screening of applicants will begin immediately and continue until position is filled. Start date for this position will be August 1, 2019.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCATN

Application to: Tennessee College of Applied Technology Nashville
 ATTN: Human Resources
 100 White Bridge Road
 Nashville, Tennessee 37209

Fax: 615-425-5582
 Sandra.Glavin@TCATNashville.edu