



POSITION ANNOUNCEMENT

Aesthetics – Instructor – Part-Time Evenings

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Adjunct Instructor in the Aesthetics program for the evening class Monday-Thursday, 2:30 – 9:00 p.m.

QUALIFICATIONS:

A high school diploma or GED required. Associate Degree preferred. Vocational or Technical School certification training or apprenticeship in aesthetics required. Active Tennessee License as Aesthetics Instructor required. 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.

GENERAL DUTIES:

1. Must possess a complete and thorough knowledge of procedures and methods related to teaching.
2. Willingness to remain current in the technological changes of the industry.
3. Shall possess skills and knowledge in all areas of aesthetics.
4. Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
5. Requires initiative and cooperation, i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community needs; ability and possess a desire to interact with other faculty, staff and students.
6. Possess good organizational, mathematical, language, writing and communication skills.

ESSENTIAL JOB FUNCTIONS:

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. Maintain student records and reports.
8. Responsible for student placement and assist with student follow-up.
9. 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.
10. Participate in recruitment of students.
11. Instruct students in safety and practice good safety habits.
12. Supervise students that are participating in cooperative education.
13. Participate in professional development and growth annually.

Salary: Commensurate with education and experience.

Application Deadline: Review of applications will begin immediately and continue until the position has been filled.

Application Procedures: Interested individuals should submit a cover letter, resume and TCAT Nashville application to:

Tennessee College of Applied Technology Nashville
Attn: Human Resources Fax: 615-425-5582
100 White Bridge Road Email: Sandra.Glavin@tcatnashville.edu
Nashville, TN 37209

TCAT Nashville Application can be found on TCATN's website: [Current Campus Status | TCAT Nashville](#)