



## POSITION ANNOUNCEMENT

### Building Construction Technology Program Instructor {Full-Time}

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time Instructor for the Building Construction Technology Program at the Nashville, TN, campus. This is a full-time position, Monday – Thursday, 6:30 a.m. – 4:00 p.m. This class is scheduled to start September 2021.

#### 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.
- Electrical and Plumbing, 3 to 5 years' experience preferred.
- Excellent verbal and written communications skills required.

#### GENERAL DUTIES:

- Develop course of study and conduct training program in electrical and plumbing specialty.
- Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
- 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.
- Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
- Test trainees to measure progress and evaluate effectiveness of instruction.
- Select or develop specifications for machines, equipment, and tools; maintain good physical conditions in classroom and/or shop.
- Maintain student records and reports in Banner.
- Responsible for student placement and assist with student follow-up.
- 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 public.
- Participate in recruitment of students.
- Instruct students in safety and practice good safety habits.
- Supervise students that are participating in cooperative education.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the President and Vice President of the college.

**SALARY:** Commensurate with education and experience.

Salary Range		
Associate Instructor	48,652.	63,067.
Instructor	52,997.	68,699.

**APPLICATION DEADLINE:** Review of applications will begin IMMEDIATELY, and applications will be accepted until position is filled.

**APPLICATION PROCEDURES:** Interested individuals should submit a cover letter, résumé and TCATN application to:

Tennessee College of Applied Technology Nashville  
Attn: Human Resource Office  
100 White Bridge Road  
Nashville, TN 37209

Fax  
615-425-5582

E-Mail  
[sandra.glavin@tcatnashville.edu](mailto:sandra.glavin@tcatnashville.edu)

TCAT Nashville Application can be found on TCATN's website: <https://tcatnashville.edu/about/jobs-and-employment>

Tennessee College of Applied Technology Nashville does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The Vice President has been designated to handle inquiries regarding nondiscrimination policies: Human Resources, TCAT Nashville, 100 White Bridge Road, Nashville, TN 37209, 615-425-5540. The Tennessee College of Applied Technology Nashville policy on nondiscrimination can be found at <https://tcatnashville.edu/about/non-discrimination-statement>.

EOE/AA/Title IX/Title VI/ADA Employer  
"A Tennessee Board of Regents Institution"