



**POSITION ANNOUNCEMENT**

**HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION TECHNOLOGY  
INSTRUCTOR {FULL-TIME}**

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time Instructor for the Heating, Ventilation, Air Conditioning & Refrigeration (HVAC/R) 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. Vocational or Technical School certification, training, or apprenticeship 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:** Under direct supervision of the Vice President and President to perform the duties required as an Associate Instructor of the Heating, Ventilation, and Air Conditioning Technology program.

- Must possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- 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.
- Must possess skills and knowledge to teach the theory and application in all phases of the HVAC/R program.
- Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
- 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.
- Maintain student records and reports in Banner.
- Possess good organizational, mathematical, language, writing, and communication skills.
- Performs other work as 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>