



## POSITION ANNOUNCEMENT

### Computer Information Technology Program Associate Instructor

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Associate Instructor for Computer Information Technology Program. This is a full-time day class, Monday – Thursday 6:30 a.m. – 4:30 p.m. with Fridays off.

#### Minimum Qualifications

A high school diploma or G.E.D. Equivalency. Vocational or Technical School certification, training, or apprenticeship in Computer Information Systems 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.

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 to teach principles and applications of Microsoft Office, CompTIA, A+, Network +, Security +, and other related computer software.
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 possession a desire to interact with other faculty, staff, and students.
6. Possess good organizational, mathematical, language, writing, and communication skills.

#### Knowledge and abilities

1. Develop course of study and conduct training program in specialty area.
2. 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.
3. Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
4. Test trainees to measure progress and evaluate effectiveness of instruction.
5. Select or develop specifications for machines, equipment, and tools; maintain good physical conditions in classroom and/or shop.
6. Maintain student records and reports.
7. Responsible for student placement and assist with student follow-up.
8. Cooperate with outside agencies; establish and maintain good public relations with the school's general public.
9. Instruct students in safety and practice good safety habits.
10. Participate in professional development and growth annually.
11. Perform such other duties as may be assigned by the President and Vice President of the school.

**Salary:** Salary is commensurate with experience, education, qualifications and TCATN guidelines.

Salary Ranges: Mid-Range Salary starting at \$57,273

**APPLICATION DEADLINE:** Screening of applicants will begin immediately and continue until position is filled.

**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**

**Email:** sandra.glavin@tcatnashville.edu

**Fax:** 615-425-5582

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