

Position Announcement and Specifications – Building Construction Technology

Title:	Building Construction Technology – (McGruder Center)
Classification:	Adjunct Instructor– Non-Exempt
Direct supervision received from:	Accreditation & Compliance Coordinator
Functional supervision received from:	TCATN President
Office Location(s):	Nashville
Hours:	8:30 – 4:00, Monday through Thursday
Salary:	Hourly wage starting at \$30 an hour

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a part-time Instructor for the Building Construction Technology Program in Nashville, TN, at McGruder Center. This is a part-time position, Monday – Thursday, 8:30 a.m. – 4:00 p.m. (28 hours per week). This 8-week class is scheduled to start June 2023.

DUTIES AND RESPONSIBILITIES:

- 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.
- 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.
- Instruct students in safety and practice good safety habits.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the President and Vice President of the college.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.

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GENERAL REQUIREMENTS:

- A high school diploma or GED. Vocational or Technical School certification, training, or apprenticeship required. Associate Degree preferred.
- Two (2) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 3 years. Teaching experience preferred.
- NCCER Instructor Certification preferred.
- Electrical and Plumbing, 3 to 5 years' experience preferred.
- Excellent verbal and written communications skills required.
- Bi-Lingual preferred

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 Pike, Nashville, TN 37209

Fax: 615-425-5582, E-Mail: sandra.glavin@tcatnashville.edu

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jerry King, Vice President, jerry.king@tcatnashville.edu, 615-425-5530.

EOE/AA/Title IX/Title VI/ADA Employer
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