

Position Announcement and Specifications – Computer Information Technology Dual Enrollment Program (10 Month)

Title:	Computer Information Technology Dual Enrollment Program
Classification:	Associate Instructor– Exempt – Full-time, 10-month appointment
Direct supervision received from:	Accreditation & Compliance Coordinator
Functional supervision received from:	TCATN President
Office Location(s):	Nashville
Hours:	7:30 – 4:00, Monday Friday
Salary:	Starting at Midpoint: \$45,000

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a two (2) full-time, 10 month appointment, associate instructor for the Computer Information Technology Program for Dual Enrollment in Nashville. These are grant-funded positions. Full-time positions, Monday – Friday, 7:30 a.m. – 4:00 p.m. Must pass a background check.

DUTIES AND RESPONSIBILITIES:

- Teach course sections at Metropolitan Nashville Public Schools.
- Ensure student attendance and grades are entered for all students in a timely and accurate manner.
- Develop course of study and conduct training program in specialty area.
- 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 condition in classroom and/or shop.
- Maintain student records and reports.
- Cooperate with outside agencies; establish and maintain good public relations with the school's general 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 school.

MINIMUM ACCEPTABLE 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.

GENERAL REQUIREMENTS:

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

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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