



Position Announcement – Welding Adjunct Instructor (Evening Class)

Job Description and Specifications

Title:	Welding, Adjunct Instructor
Classification:	Non-Exempt
Direct supervision received from:	Coordinator for Portland Campus
Functional supervision received from:	TCAT Nashville President
Office Location(s):	602 South Broadway Portland, TN 37148
Hours:	Monday-Thursday, 3:30-9:00 p.m.

FUNCTION OF THE JOB:

To perform the duties required as Instructor of the Welding Technology program and to perform related activities as directed.

DUTIES AND RESPONSIBILITIES:

1. Develop course of study and conduct training program in specialty area.
2. Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
3. 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.
4. Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
5. Test trainees to measure progress and evaluate effectiveness of instruction.
6. Select or develop specifications for machines, equipment, and tools; maintain good physical condition in classroom and/or shop.
7. Maintain student records and reports.
8. Responsible for student placement and assist with student follow-up.
9. Cooperate with outside agencies; work with program advisory committees; conduct visits to business and industry; establish and maintain good public relations with the college public.
10. Participate in recruitment of students.
11. Instruct students in safety and practice good safety habits.
12. Supervise students that are participating in cooperative education.
13. Participate in professional development and growth annually.
14. Perform such other duties as may be assigned by the Vice President and President of the college.



MINIMUM ACCEPTABLE QUALIFICATIONS :

- A high school diploma. Vocational or Technical School certification, training or apprenticeship required.
- Two (2) years of successful recent employment experience in the specialty area to be taught beyond the normal learning period/generally 4 years.
- Teaching experience preferred.

SALARY: Commensurate with experience, education and training according to Tennessee Colleges of Applied Technology salary guidelines.

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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