

Position Announcement – HEATING, VENTILATION, AIR CONDITIONING & REFRIGERATION {full-time}

Job Description and Specifications

Title:	Associate Instructor
Classification:	Faculty - Exempt
Direct supervision received from:	TCATN – President
Functional supervision received from:	TCATN – Vice President
Office Location(s):	Nashville
Hours:	6:30 – 4:30, Monday through Thursday, Friday's off

FUNCTION OF THE JOB:

An employee in this class is responsible for the supervision and education of the students enrolled in the Heating, Ventilation, and Air Conditioning Technology (HVAC/R) program of study. The HVAC/R instructor is responsible for teaching all phases of the HVAC/R program to include.

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 conditions 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's general 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 President and/or Vice President of the college.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Minimum of 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.

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. Must possess skills and knowledge to teach the theory and application in all phases of the HVAC/R program.
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 possess a desire to interact with other faculty, staff and students.
6. Possess good organizational, mathematical, language, writing, and communication skills.

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, TN 37209

TCAT Nashville Application: [TCAT Employment Application \(Revised 11-2019\).pdf \(tcatnashville.edu\)](#)

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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