



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 – Friday. This position will be teaching at the Debra K. Johnson Rehabilitation Center.

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, 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 possess a desire to interact with other faculty, staff, and students.
6. Must follow strict guidelines and protocol with Debra K. Johnson Rehabilitation Center.
7. 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.
12. A background check is required for this position.

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

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

Tennessee College of Applied Technology Nashville does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by Tennessee Board of Regents policies with respect to employment, programs, and activities. The Vice President has been designated to handle inquiries regarding nondiscrimination policies: Human Resources, TCAT Nashville, 100 White Bridge Road, Nashville, TN 37209, 615-425-5540. The Tennessee College of Applied Technology Nashville policy on nondiscrimination can be found at <https://tcatnashville.edu/about/non-discrimination-statement>.