

Position Announcement

BUILDING CONSTRUCTION TECHNOLOGY PROGRAM – DEBRA K JOHNSON REHABILITATION CENTER {full-time}

Job Description and Specifications

Title:	Associate Instructor
Classification:	Faculty - Exempt
Direct supervision received from:	Correctional Programs Coordinator
Functional supervision received from:	TCATN – Vice President
Office Location(s):	Nashville
Hours:	Monday – Friday

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Instructor for Building Construction Technology Program at Debra K Johnson Rehabilitation Center (DJRC). This is a full-time position, Monday – Friday at the DJRC location.

DUTIES AND RESPONSIBILITIES:

- Develop course of study and conduct training program in specialty area.
- Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
- 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.
- Participate in recruitment of students.
- Instruct students in safety and practice good safety habits.
- Supervise students that are participating in cooperative education.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the Correctional Programs Coordinator and/or President of the college.
- A background check is required for this position.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- A high school diploma or GED. Vocational or Technical School certification, training, or apprenticeship 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.
- NCCER Instructor Certification preferred.
- Must follow strict guidelines and protocol with Debra K. Johnson Rehabilitation Center.
- Excellent verbal and written communications skills required.

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
100 White Bridge Road

Fax: 615-425-5582
Sandra.Glavin@TCATNashville.edu

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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