

Position Announcement – COMPUTER INFORMATION TECHNOLOGY PROGRAM {part-time, evenings}

Job Description and Specifications

Title:	Adjunct Instructor
Classification:	Faculty – Non-Exempt
Direct supervision received from:	TCATN – Coordinator Information Technology
Functional supervision received from:	TCATN –President
Office Location(s):	Nashville
Hours:	4:00 – 9:00 p.m., Monday through Thursday

FUNCTION OF THE JOB:

An employee in this class is responsible for the supervision and education of the students enrolled in the Computer Information Technology (CIT) evening program of study. The CIT instructor is responsible for teaching all phases of the CIT program to include.

DUTIES AND RESPONSIBILITIES:

- 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.
- Responsible for student placement and assist with student follow-up.
- Cooperate with outside agencies; work with program advisory committees; conduct visits to businesses and industries; establish and maintain good public relations with the school's public.
- 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 President and Vice President.

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.

- 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 Introduction to Computers, Microsoft Office, A+, Network + Security + and Microsoft certifications.
- 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: 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 \(tcatnashville.edu\)](#)

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EOE/AA/Title IX/Title VI/ADA Employer
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