

Position Announcement – PRACTICAL NURSING INSTRUCTOR {FULL-TIME}

Job Description and Specifications

Title:	Associate Instructor
Classification:	Faculty – Exempt
Direct supervision received from:	TCATN – Coordinator Allied Health
Functional supervision received from:	TCATN –President
Office Location(s):	Nashville
Hours:	Monday-Thursday, 37.5 hours (Instructor may have to switch a few Fridays to teach a clinical class.)

FUNCTION OF THE JOB:

An employee in this class is responsible for the supervision and education of the students enrolled in the Practical Nursing program of study. The practical nursing instructor is responsible for teaching all phases of the program to include.

DUTIES AND RESPONSIBILITIES:

- Develop courses of study and conduct training program.
- 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.
- 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 business and industry; establish and maintain good public relations with the school's general public.
- Participate in recruitment of students.
- Supervise student's clinical experiences as scheduled.
- Actively seek potential clinical sites for the provision of clinical training.
- Perform such other duties as may be assigned by the President, Vice President and Allied Health Coordinator.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Associate Degree in Nursing required BSN preferred. Must hold active licensure as a Registered Nurse in the State of Tennessee. Must have a minimum of three (3) years of successful recent employment experience beyond the normal learning period. Must have at least three years' current clinical experience. 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.
- 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 \(tcatnashville.edu\)](https://www.tcatnashville.edu/files/TCAT_Employment_Application_(Revised_11-2019).pdf)

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