

Position Announcement and Specifications
Collision Repair Program – Evenings
Adjunct Instructor {Part-Time}

Title:	Collision Repair Program – Nashville Campus
Classification:	Adjunct Instructor– Non-Exempt – Part-time
Direct supervision received from:	Vice President
Functional supervision received from:	TCATN President
Office Location(s):	Nashville
Hours:	4:00 – 9:00 p.m., Monday through Thursday
Salary:	Hourly salary

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a part-time, evenings, instructor for the Collision Repair Technology Program. This is a Part-time position, Monday – Thursday, 4:00 - 9:00 p.m. This position will start on September 3, 2024. The candidate must pass a background check.

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.
- 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 schools general public.
- Participate in recruitment of students.
- Instruct students in safety and practice good safety habits.
- Supervise students that are participating in cooperative education.

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- Participate in professional development and growth annually.
- Performs other duties directly related to career and technical education as assigned by the President and Vice President of the college.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- 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.
- Must possess skills and knowledge to teach the theory and application in all phases of the Collision Repair program.
- 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 possess a desire to interact with other faculty, staff and students.

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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