



Position Announcement – AUTOMOTIVE DUAL ENROLLMENT – WHITE HOUSE HIGH SCHOOL

Job Description and Specifications

Title:	Associate Instructor
Classification:	Faculty – Exempt (full-time)
Direct supervision received from:	TCATN – Program Coordinator
Functional supervision received from:	TCATN –President
Office Location(s):	White House High School
Schedule:	Monday-Friday

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for an Automotive Technology Instructor at White House High School. This is a full-time 12-month position. This class is scheduled to start August 2024.

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 by effectively tracking data on CTE Students in the Automotive program.
- 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.
- Instruct students in safety and practice good safety habits.
- 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:

- Qualified candidates must have a high school diploma or GED, (Associate Degree Preferred).
- Post-secondary training in Automotive Technology.
- Current ASE Master Technician Certification preferred.
- Minimum of 3-5 years of current work experience in the field.
- Must pass a background check.
- Evidence of ability to instruct all phases of automotive technology, prior teaching experience a plus.
- Demonstrated knowledge and skills to inspect troubleshoot, service, repair domestic and import automotive systems utilizing safe and proper methods, techniques, practices, and equipment.

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 \(tcatnashville.edu\)](#)

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: Melanie Buchanan, Vice President, melanie.buchanan@tcatnashville.edu, 615-425-5570.

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