



Position Announcement and Specifications

Building Construction Technology Instructor (Grant Funded)

Title:	Building Construction Technology
Classification:	Associate Instructor Faculty - Exempt – Full-time
Direct supervision received from:	Dual Enrollment Coordinator
Functional supervision received from:	TCATN Vice President Academics & Enrollment Services
Office Location(s):	Glencliff High School 160 Antioch Pike, Nashville TN 37211
Hours:	Monday – Friday, 37.5 hours a week

FUNCTION OF THE JOB:

The Tennessee College of Applied Tech - Nashville is accepting applications for the position of instructor for Building Construction Technology Program at Glencliff High School. This position works at the high school 10 months of the year (August – May, 6:45am-2:45pm Monday – Friday) and 2 months at TCAT Nashville campus (June – July, 6:30am-4:00pm Monday - Thursday). This position is a Governor’s Investment in Vocational Education (GIVE) program which is administered by Tennessee Higer Education Commision and partnership with TCAT Nashville. 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.
- 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.
- 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

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
"A Tennessee Board of Regents Institution"

11/2024