



Position Announcement and Specifications – PN Prerequisite Associate Instructor

Title:	PN Prerequisite Instructor, Practical Nursing Program
Classification:	Associate Instructor–Exempt – Full-Time
Direct supervision received from:	Allied Health Coordinator
Functional supervision received from:	TCATN President
Office Location(s):	100 White Bridge Pike; Nashville, TN 37209
Hours:	Monday 6:00am-5:30pm; Tuesday 6:00am-5:00pm; Wednesday & Thursday 7:00am-3:30pm; Friday’s off.
Salary:	Commensurate with education and experience.

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time instructor to teach prerequisite courses for the Practical Nursing Program. The candidate must pass a background check.

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.

MINIMUM ACCEPTABLE QUALIFICATIONS:

Candidate must possess an associate degree in nursing but B.S.N. degree is preferred. Must hold a current Registered Nursing license in the State of Tennessee. Minimum of three years recent work experience in patient care nursing at the R.N. level required. Teaching experience preferred. Must possess the communication skills necessary to be an effective teacher. Must show evidence of good character, organizational skills, and mature attitude. Must be willing to remain current in the nursing profession.

APPLICATION DEADLINE: Review of applications will begin **IMMEDIATELY**, and applications will be accepted until the position is filled.

APPLICATION PROCEDURES: **Interested** individuals should submit a cover letter, résumé to:
Tennessee College of Applied Technology Nashville; Attn: Human Resource Office; 100 White Bridge Pike; Nashville, TN 37209, E-Mail: sandra.glavin@tcatnashville.edu

Review of applications will begin immediately, and applications will be accepted until position is filled.

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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