



**Position Announcement and Specifications**  
**Residential/Industrial/Commercial Electricity Technology Program**

<b>Title:</b>	<b>Residential/Industrial/Commercial Electricity Technology Program – Portland</b>
<b>Classification:</b>	Associate Instructor– Exempt – Full-time
<b>Direct supervision received from:</b>	Portland & Springfield Campus Coordinator
<b>Functional supervision received from:</b>	TCATN President
<b>Office Location(s):</b>	602 South Broadway Portland, TN 37148
<b>Hours:</b>	6:30 – 4:30, Monday -Thursday

**FUNCTION OF THE JOB:**

The Tennessee College of Applied Technology Nashville is accepting applications for a full-time instructor for the Residential/Industrial/Commercial Electricity Technology Program for the Portland campus. 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.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the President and/or Assistant President of the school.

### **MINIMUM ACCEPTABLE QUALIFICATIONS:**

A high school diploma or G.E.D. Equivalency. Vocational or Technical School certification, training or apprenticeship in residential, industrial, commercial electricity required. Master Technician License 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.

### **GENERAL REQUIREMENTS:**

- 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 basic electricity, blueprint reading, electrical codes, circuitry, electrical installation, distribution, hydraulics, programmable controls, industrial robotics and signal systems, and troubleshooting.
- 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.
- Possess good organizational, mathematical, language, writing and communication skills.
- **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 and TCATN application to:

Tennessee College of Applied Technology Nashville; Attn: Human Resource Office; 100 White Bridge Pike; Nashville, TN 37209

Fax: 615-425-5582, E-Mail: [sandra.glavin@tcatnashville.edu](mailto:sandra.glavin@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](mailto:melanie.buchanan@tcatnashville.edu), 615-425-5570.

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