



Position Announcement
Building Construction Technology Program – Debra Johnson Rehabilitation Center

Title:	Building Construction Associate Instructor
Classification:	Full Time Faculty – Exempt
Direct supervision received from:	Correctional Programs Coordinator 1
Functional supervision received from:	TCATN Vice President
Office Location(s):	Debra Johnson Rehabilitation Center 3881 Stewarts Lane, Nashville
Hours:	Monday – Friday 7:00 a.m. – 3:30 p.m. (37.5 hours)
Salary:	Commensurate with education and experience.

FUNCTION OF THE JOB:

The Tennessee College of Applied Technology Nashville is accepting applications for the position of Instructor for Building Construction Technology Program at the Debra K Johnson Rehabilitation Center. This is a full-time position Monday through Friday at the DJRC location; the candidate must pass a background check.

DUTIES AND RESPONSIBILITIES:

- Develop course of study and conduct training programs 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.



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.
- Must follow strict guidelines and protocol with Debra K. Johnson Rehabilitation Center.
- Excellent verbal and written communications skills required.

APPLICATION DEADLINE: Screening of applicants will begin immediately and continue until position is filled.

SPECIAL INSTRUCTIONS TO APPLICANTS: Unofficial transcripts are acceptable for the application process. Official transcripts are required upon hire. Applicants may be subject to a background check.

APPLICATION PROCEDURE: Interested individuals should submit a cover letter, résumé and TCAT Nashville application via email, fax, or mail to:

Email: rachel.white@tcatnashville.edu

Fax: 615-425-5582

Tennessee College of Applied Tech - Nashville
ATTN: Human Resources
100 White Bridge Road
Nashville, TN 37209

Please download this application, fill it out, and save it with your name

<https://tcatnashville.edu/sites/default/files/media/2025-05/TCAT%20Employment%20Application%20%28Revised%205-2025F%29%201.pdf>

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"