



Position Announcement

Title:	Heating, Ventilation, Air Conditioning and Refrigeration Associate Instructor
Classification:	Exempt – Full-time
Direct supervision received from:	TCATN Vice President of Academics & Enrollment Services
Functional supervision received from:	TCATN President
Office Location(s):	100 White Bridge Pike; Nashville, TN 37209
Hours:	Monday – Wednesday 6:30 – 4:30, Thursday 6:30 – 4:00 (37.5 Hours Weekly)

FUNCTION OF THE JOB:

An employee in this class is responsible for the supervision and education of the students enrolled in the Heating, Ventilation, and Air Conditioning Technology (HVAC/R) program of study. The HVAC/R instructor is responsible for teaching all phases of the HVAC/R program.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Minimum of a high school diploma. Vocational or Technical School certification, training, or apprenticeship required.
- 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.
- Must pass a background check
- 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 theory and application in all phases of the HVAC/R program.
- 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.

**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 college's 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 Vice President of the college.

SALARY: Commensurate with education and experience

APPLICATION DEADLINE: Review of applications will begin immediately, and applications will be accepted 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 VII/ADA Employer "A Tennessee Board of Regents Institution"