



POSITION ANNOUNCEMENT
Computer Information Technology Program

Associate Instructor

The Tennessee College of Applied Technology Elizabethton is accepting applications for the position of Associate Instructor for Computer Information Technology Program. This is a full-time day class, Monday – Friday. This position will be teaching at the Northeast Correctional Facility.

Minimum Qualifications:

- A high school diploma or G.E.D. Equivalency. Vocational or Technical School certification, training, or apprenticeship in Computer Information Systems required. Associate Degree preferred.
- Have expertise in desktop and server configuration and management, operating systems, intra and internet security, coding;
- Professional certifications desired such as CompTIA A+, Net+, Security +, Testout PC Pro, Security Pro, Microsoft Office Specialist or equivalent.
- 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 possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- Shall possess skills and knowledge to teach principles and applications of Microsoft Office, and other related computer software.
- Requires initiative and cooperation; i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community.
- Possess good organizational, mathematical, language, writing, and communication.

Knowledge and abilities:

- Develop course of study and conduct training program in specialty area.
- 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 conditions in classroom and/or shop.
- Maintain student records and reports.
- Instruct students in safety and practice good safety habits.
- Participate in professional development and growth annually.
- Perform such other duties as may be assigned by the President and/or Vice President of the school.

Salary:

Commensurate with qualifications, experience, education, and in accordance with the guidelines established by the Tennessee Board of Regents.

Submit resume, cover letter, and an application located on website www.tcatelizabethton.edu to:

Casey Robbins, HR/Business Office

Tennessee College of Applied Technology

PO Box 789

426 Highway 91 N.

Elizabethton, TN 37644

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Review of Applications to begin immediately and will continue until position is filled.