



Position Announcement
Automotive Technology Associate Instructor

TCAT Pulaski is accepting applications for a full-time Automotive Technology Instructor to be located at our main Campus.

MINIMUM QUALIFICATIONS:

- Minimum of Technical Diploma in the instructional area or equivalent higher education training with credentials in a related field; A comparable combination of education and related experience may be considered.
- Minimum of three (3) years of full-time work experience in the automotive mechanics field within the last five (5) years.
- Must possess all required ASE certifications and/or accreditations for the field or the ability to become certified within twelve (12) calendar months.
- Strong hands-on technical background in all areas of the automotive mechanic field.

PREFERRED QUALIFICATIONS:

- Current ASE Master Technician Certification.
- Experience with electric vehicle maintenance and repair.
- Prior teaching experience.

SKILLS:

- Evidence of potential teaching ability.
- Must possess the computer skills necessary to be an effective instructor.
- Possess the organizational and communication skills necessary to interact effectively with postsecondary and secondary students as well as the public and other employees.
- Must be willing to learn and use classroom management best practices and individualized instructional techniques.
- Must be willing to remain current in the Automotive Technology profession.
- Demonstrated ability to work effectively with secondary and postsecondary students.

GENERAL DUTIES:

- Create and provide individualized classrooms, lab, and hands-on instruction to postsecondary and secondary students to prepare them for employment in the automotive field.
- Monitor, grade, and evaluate individual students' performance and progress; maintain appropriate documentation of student progress; prepare and submit timely reports.
- Maintain personal certifications and program accreditation.



- Participate in in-service training, workshops, and other programs for professional growth.
- Assist in the recruitment and placement of students.
- Maintain frequent contact with schools, businesses, and industry to identify training needs, keep instructional material updated, and implement an effective placement program for students.
- Participate in student organizations (SkillsUSA, National Technical Honor Society, etc.).
- Maintain a well-organized, safe, and clean lab and/or classroom.
- Maintain an active Program Advisory Committee and cooperate with outside agencies.
- Teach the Work Ethics curriculum.
- Supervise and follow-up on students participating in Work-Based Activities.
- Perform other duties as directed and assigned by the administration.

SALARY:

In accordance with guidelines established by the Tennessee Board of Regents and the Tennessee Colleges of Applied Technology.

APPLICATION SUBMISSION & REVIEW:

To be considered for a position at TCAT-Pulaski, you must create an online application at

<https://secure.dc4.pageuppeople.com/apply/1126/gateway/Default.aspx?c=apply&sJobIds=501529&SourceTypeID=796&sLanguage=en-us>. Your skills, abilities, qualifications, and years of experience will be evaluated using what is recorded on your application. Please include the complete Begin and End Dates under your Employment History. Scan and attach required documents to the online application in Word or PDF format.

REQUIRED DOCUMENTS:

Cover Letter

Resume

Educational transcripts and diploma and licenses

EMPLOYMENT DOCUMENTS: Current federal law requires identification and eligibility verification prior to employment. Only U.S. citizens and aliens authorized to work in the United States may be employed. A criminal/financial background check will be required for applicant selected.

TCAT Pulaski does not discriminate on the basis of race, color, religion, creed, ethnicity or national origin, sex, disability, age, status as a protected veteran or any other class protected by Federal or State laws and regulations and by the Tennessee Board of Regents policies with respect to employment, programs and activities. The following person has been designated to handle inquiries regarding nondiscrimination policies: Christa Williams, Vice President Student Services/Title VI Coordinator, christa.williams@tcatpulaski.edu, 1233 E. College St, Pulaski, TN 38478, 931-424-2404. The TCAT Pulaski policy on nondiscrimination can be found at <https://www.tcatpulaski.edu/about/non-discrimination-statement>.

**EOE/Title IX/Title VI/ADA Employer
A Tennessee Board of Regents institution**