



POSITION ANNOUNCEMENT:
INSTRUCTOR, Information Technology and Infrastructure Management

The Tennessee College of Applied Technology Crump is now accepting applications for the full-time position of Instructor, Information Technology and Infrastructure Management. The position will be located at the TCAT Crump, Henderson-Chester Technology Center in Henderson, TN.

Minimum Qualifications

- High school graduate or equivalent as determined by the High School Equivalency (HSE) Test.
- Post-secondary diploma or equivalent in Information Technology or related field.
- Microsoft Certified Trainer or ability to become certified.
- Three (3) years of approved employment experience in the occupation to be taught beyond the normal learning period (general four (4) years).
- COMPTIA, Microsoft certifications and teaching experience is preferred.

Knowledge and Abilities

- Thorough knowledge of the principles and practices of the information technology and infrastructure management occupation, of the use of materials, tools, and equipment used in the information technology and infrastructure management specialty to be taught; considerable knowledge of the principles and methods of good teaching and supervision; as evidenced by a rating of education and experience. Physically able to lift, stoop, stand and walk to demonstrate and perform all computer information technology repairs required. Lift, carry, push and/or pull up to 40 lbs. Operate a motor vehicle to travel within the college service area and in other areas as needed.

Ability to deal tactfully with the public and co-workers; to exercise good judgment in evaluating situations and making decisions, to express ideas clearly, concisely, and convincingly, and to plan and direct the work of others; as evidenced by an interview with the appointing authority.

General Duties

The **Information Technology and Infrastructure Management Instructor** shall be directly responsible to the institution administration. The information technology and infrastructure management instructor shall develop, plan and prepare a complete progressive course of study, lesson plans, assignment and instructional aides, and keep these revised and up-to-date to meet the requirements of industry. Motivation, conduct, safety, discipline and appearance of student during the time he/she is on the institution campus are also duties of the information technology and infrastructure management instructor. The information technology and infrastructure management instructor shall observe rules, policies, and regulations set forth by the Tennessee Board of Regents and the local institution administration; and strive continually to upgrade, promote, and elevate the image, status, and proper understanding of the Tennessee College of Applied Technology Crump within the area served. The information technology and infrastructure management instructor shall keep abreast of

new techniques used in the fields of industry and business by visiting industries, business, taking industrial courses, studying periodicals and industrial magazines. He/she must keep in contact and maintain a friendly intelligent relationship with schools, industry, and business to promote the ideals of occupational education and implement an effective placement program for students. It is his/her duty to provide manipulative, related, technical and character training for the student as well as training in the skills and knowledge of his/her craft. The information technology and infrastructure management instructor shall be responsible to the institution administration for effective performance of his/her assigned responsibilities.

Specific Duties

1. Develop the following:

- a. Develop an effective course of study, including experiments, job sheets, assignment sheets, information sheets, audio-visual aids and related materials which move from the simple to the complex.
- b. Develop course of study to be a "learning by doing" course to meet the student individual needs rather than group needs in order execute an individualized instructional program.
- c. Develop and execute an effective safety program directed toward the institution and also toward industrial or business situations.
- d. Develop and execute student evaluation program based on objectives of the course, including proficiency tests for each phase of instruction.
- e. Strive to develop in the student a positive attitude toward his/her training, fellow workers, future employers and encourage good work habits.
- f. Develop a procedure for handling individual interests and problems of the students.

2. To be responsible for:

- a. Demonstrate a commitment to student success.
- b. Revise, add to, improve and keep up-to-date instructional program as related to changes in techniques used in industrial and business field.
- c. Examine, evaluate, and select textbooks and reference materials commensurate to the course being taught.
- d. Investigate and make a full report on every accident on the day the accident occurs, using the "Preliminary Accident Report Form."
- e. Maintain a well-organized, safe, and clean shop and/or classroom.
- f. Maintain student discipline at all times.
- g. Select projects for their instructional value and make every effort to provide the student with work experience or cooperative training.
- h. Maintain a fair, firm and friendly student relationship.
- i. Prepare, submit and file such reports as required by law, regulation or policy and be responsible for maintenance of all records, such as progress charts, attendance charts, monthly reports, etc.
- j. Start and end class at designated time.
- k. Record and post daily attendance for each student in the Banner Student Management System.
- l. Review aptitude tests and personal records of students for a better understanding of his personal traits and may interview students prior to enrollment.
- m. Impress upon student the importance of proper dress and general personal appearance as related to obtaining employment and progressing thereafter.

- n.** Assist in follow-up studies and maintain follow-up records on former students.
- o.** Maintain inventory and control of equipment assigned to the department, including all tools.
- p.** Be responsible for equipment and supplies assigned to the shop or classroom.
- q.** Provide for supervision of the class when it becomes necessary to leave the classroom or shop for any length of time.
- r.** Report immediately lost or damaged equipment.
- s.** Report promptly any student offense which requires the attention of the administration.
- t.** Make frequent contacts with local industry and business for placement of students and keeping instructional material up-to-date.
- u.** Make recommendations for suitable equipment, physical facilities and supplies.
- v.** Be responsible for maintenance of equipment.
- w.** Coordinate need for supplies.
- x.** Complete a "Live Work Order and/or Service Agreement" on each shop project requiring such.
- y.** Participate in in-service training, workshops, and other programs which provide for professional growth.
- z.** Plan and initiate meetings of Crafts Advisory Committee and maintain records of minutes of meetings a minimum of twice a year.
- aa.** Teach the Work Ethics curriculum.
- bb.** Perform other duties as directed and assigned by the administration.

Salary: Commensurate with qualifications and experience and according to salary guidelines established by the Tennessee Board of Regents.

Application Submission and Deadline: Qualified applicants should submit a cover letter, resume, and application online at tcatcrump.edu. For more information call Brian Harris at 731-632-3393. Applications with cover letters and resumes will be accepted until position is filled.

Tennessee College of Applied Technology Crump is a TBR institution and is an AA/EEO employer and does not discriminate on the basis of race, color, national origin, sex, disability, age, status as a protected veteran, political affiliation, genetic information, or any other legally protected class with respect to all employment, programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Brian Harris, Interim Vice President, PO Box 89, Crump, TN 38327, brian.harris@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.