



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

CRUMP

POSITION ANNOUNCEMENT CRIMINAL JUSTICE: CORRECTIONAL OFFICER INSTRUCTOR

The Tennessee College of Applied Technology Crump is accepting applications for the full-time position of Criminal Justice: Correctional Officer Instructor to be located at the Crump Campus.

MINIMUM QUALIFICATIONS

- High School Diploma or Equivalent required; Associate or Bachelor's Degree in Criminal Justice preferred
- Minimum five (5) years' experience in the criminal justice field; POST certified preferred
- Evidence of ability to teach students
- Commitment to remain current in criminal justice field
- Basic computer skills
- Ability to network with local law enforcement organizations

GENERAL DUTIES:

The Criminal Justice: Correctional Officer Instructor shall be directly responsible to the institution administration. The 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 the profession. Motivation, conduct, safety, discipline, and appearance of student during the time he/she is on the institution campus are also duties of the Criminal Justice: Correctional Officer Instructor. The instructor will also assist with student placement and student follow-up; participate in recruitment of students; evaluate student progress and maintain student records; participate in professional development activities; cooperate with outside agencies; work with program advisory committees; conduct visits to area employers; and establish and maintain good public relations within the college's service area. Some travel is required.

SALARY: Commensurate with Tennessee College of Applied Technology salary guidelines.

WORKING CONDITIONS:

- Use of computer
- Normal standing, sitting, and walking
- Work is performed in a classroom and lab setting with frequent interruptions and distractions.
- Must be physically able to lift up to 50 pounds, stoop, stand and work, with or without accommodation, to demonstrate and perform all work-based projects in a classroom and shop setting.
- Operate a motor vehicle to travel within the college service area and in other areas as needed.

APPLICATION & RESUME SUBMISSION: Qualified applicants should submit a cover letter, resume, transcripts, applicable certifications and application online at tcatcrump.edu For more information call Madelyn Keith at 731-632-3393. Complete applications will be accepted until position is filled.

APPLICATION REVIEW: Review of complete application submittals will begin immediately.

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: Madelyn Keith, Coordinator of Financial and Administrative Services, PO Box 89, Crump, TN 38327, madelyn.keith@tcatcrump.edu See the full non-discrimination statement at tcatcrump.edu/about/non-discrimination-statement.