



## PART-TIME POSITION ANNOUNCEMENT Substitute Instructor

**General Duties:** Monitor individual or groups of students in an assigned program, reinforce instruction as directed by the program instructor; direct group activities as assigned; provide support to students upon instructor's absence; operate certain types of equipment; distribute and collect daily assignments.

### Specific Duties:

1. Follow all rules, policies, and procedures of Tennessee College of Applied Technology Crump, along with state and federal regulations pertaining to school issues.
2. Provide learning guidance to students in program areas
3. Maintain secure classroom environment upon program instructor's absence
4. Communicate effectively with students, faculty, and staff
5. Perform simple clerical tasks proficiently
6. Maintain classroom cleanliness
7. Other duties as assigned

### Minimum Qualifications:

1. High school diploma or equivalent required. Post-secondary diploma preferred.
2. Courteous and pleasant demeanor with coworkers and public are required
3. Willing to work a flexible and varying schedule as needed
4. A valid driver's license for the State of Tennessee
5. Established work history, reference and criminal background check will be required
6. Successful candidate must be able to communicate effectively by listening, speaking, writing, and reading and must be able to understand and follow instructions and directions

### Working Conditions:

1. Skilled in use of computer and software
2. Good oral/communication skills
3. Operate a motor vehicle to travel within the college service area and/or multiple campus locations as needed.

**Salary:** \$15.00 per hour.

**Application Submission and Deadline:** Qualified applicants should submit a cover letter, resume, and application online at [tcatcrump.edu](http://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.

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