



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

CROSSVILLE

Position Announcement HVAC Instructor

The Tennessee College of Applied Technology-Upper Cumberland is accepting applications for a full-time HVAC Instructor.

Qualifications:

- High School Diploma or Equivalent required; Technical diploma or higher in the trade preferred
- Minimum five (5) years of successful work experience as an HVAC Technician in industrial, residential, and/or commercial HVAC systems, including installation and service
- EPA Universal Certification and Working Knowledge of Microsoft Office 365
- Communication skills necessary to teach students; teaching experience is preferred
- Must be willing to develop new skills and remain current in the field required.
- Show evidence of good character, organizational skills, and mature attitude and ability to exercise good judgment in evaluating situations and making decisions
- Must possess the ability to establish and maintain effective interpersonal working relationships with students, faculty, staff, the public and business and industry.

General Duties:

- The HVAC/R program instructor shall be directly responsible to the institution's administration. The instructor shall develop, plan, and prepare a complete progressive course of study, lesson plans, assignments, and instructional aids and keep these updated to meet the profession's requirements. The instructor also has duties regarding motivation, conduct, safety, discipline, and the student's appearance during training. Establish and maintain program advisory committee and function as a liaison with area employees.
- The applicant must demonstrate a genuine commitment to helping students succeed in the classroom and in the workplace.
- Be familiar with SkillsUSA, and the Council on Occupational Education (COE) accreditation process.
- Other duties include curriculum development, student recordkeeping, student recruitment, placement and follow-up of program graduates, and any other duties as assigned.

WORKING CONDITIONS:

- 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 other areas as needed.

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

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

Application Procedure: Qualified applicants should submit a cover letter, resume, transcripts, applicable certifications and application online at tcatcrossville.edu For more information email Danielle Sutton at Danielle.sutton@tcatcrossville.edu. Complete applications will be accepted until the position is filled.

EEO/AA/Title IX/ADA Employer
A Tennessee Board of Regents Institution

The Tennessee College of Applied Technology Upper Cumberland is an AA/EEO employer and does not discriminate on the basis of race, color, religion, creed, ethnic or national origin, sex, sexual orientation, gender identity/expression, disability, age (as applicable), status as a covered veteran, genetic information, and any other category protected by federal or state civil rights law with respect to all employment, programs and activities sponsored by the College. Inquiries or complaints concerning Title IX and/or the Title IX regulations may be referred to the College's Title IX coordinator 24/7 in person, by phone, and/or email at: Stacy Johnson Title IX Coordinator TitleIX@tcatcrossville.edu 910 Miller Ave Crossville, TN 38555 [\(931\)444-1288](tel:9314441288).