



POSITION ANNOUNCEMENT

Substitute Instructors – All Programs– All Campuses

The Tennessee College of Applied Technology - Dickson is accepting applications for the part-time position of Substitute Instructor at all campuses for the following programs:

**Administrative Office Technology/Medical Coding • Automotive Technology
Building Construction Technology • Computer Information Technology • Cosmetology
Diesel Powered Equipment Technology • Digital Graphic Design • HVAC/R Technology
Industrial Electrical Maintenance • Mechatronics • Welding Technology**

MINIMUM REQUIREMENTS – All Programs Except Cosmetology

- Minimum of Technical Diploma in instructional area or equivalent higher education training with credentials in a related field from an accredited educational institution. Associate Degree preferred. Equivalent experience may be considered in lieu of technical diploma.
- Minimum of three years of experience in the instructional area.
- Knowledge of safety procedures in the instructional area.
- Must be willing and available to work as needed between the hours of 8:00 a.m. and 2:30 p.m. on weekdays.

MINIMUM REQUIREMENTS – Cosmetology

- Minimum of Technical Diploma from accredited Cosmetology program, Associate Degree preferred.
- Current, valid Cosmetologist license issued by the TN Board of Cosmetology.
- Current, valid Cosmetology Instructor license issued by the TN Board of Cosmetology.
- Minimum of three years of experience in the instructional area.
- Teaching, training or salon management experience preferred.
- Knowledge of safety/sanitation procedures in the instructional area.
- Must be willing and available to work as needed between the hours of 8:00 a.m. and 2:30 p.m. on weekdays.

SKILLS – All Programs:

- Must show evidence of good character, organizational skills, and mature attitude.
- Computer skills preferred.

GENERAL DUTIES: Substitute instructors serve on an as-needed basis, sometime with little advance notice. The substitute instructor should ensure student training is conducted utilizing all appropriate safety measures. The substitute instructor will instruct students as per the teaching outline, utilizing methods of individualized and group instruction, lecture, and demonstration. Potential applicants with varied work experience may qualify to substitute in more than one program.

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

APPLICATION SUBMISSION & REVIEW: Contact Cathleen.clark@tcatdickson.edu for employment application. Submit resume and application to: Cathleen.clark@tcatdickson.edu or mail to: 740 Highway 46 South, Dickson, TN 37055. **Please note which program(s) you are interested in when submitting application packet.** Review of résumés with completed employment application will begin immediately and continue until positions are filled.

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 Dickson 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: Laura Travis, Vice President, laura.travis@tcatdickson.edu, 740 Hwy 46 S, Dickson, TN 37055, 615-441-6220. The TCAT Dickson policy on nondiscrimination can be found at <https://www.tcatdickson.edu/about/non-discrimination-statement>. EEO/AA/Title IX/Title VI/ADA Employer