



TENNESSEE COLLEGE OF APPLIED TECHNOLOGY

HARTSVILLE

716 McMurry Boulevard East, Hartsville, TN 37074
Phone (615) 374-2147 FAX (615) 374-2149
<http://www.tcathartsville.edu>

Position Announcement

Criminal Justice: Correctional Officer Instructor

The Tennessee College of Applied Technology Hartsville is accepting resumes and taking applications for the position of Criminal Justice: Correctional Officer Instructor.

MINIMUM REQUIREMENTS:

- 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. Classroom experience & appropriate administration experience in delivery of workforce education and training preferred.
- Commitment to remain current in criminal justice field.
- Ability to network with local law enforcement organizations.
- Strong customer service skills; as well, must possess effective oral and written communication skills; must have good organizational and planning skills; effective ability to utilize Microsoft Office programs and other basic computer skills.
- Must have the ability to establish and maintain effective interpersonal working relationship with students, faculty, staff and the general public.

GENERAL DUTIES: The Criminal Justice: Correctional Officer 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. Other duties as assigned.

In addition, the ideal candidate will be an enthusiastic team player who is willing to take initiative and go above and beyond the call of duty in a changing work environment and whose career objectives include being a member of a dynamic and growing institution that has a vision to expand its services and increase its offerings to the citizens, businesses and industries within its service area.

SALARY: Commensurate with education and experience according to Tennessee Board of Regent guidelines; this is a full-time position with full benefits, including health insurance, retirement, 401K, holidays, annual and sick leave. Qualified applicants may submit a letter detailing how they meet the requirements for the position; accompanying resume; and application to:

Tennessee College of Applied Technology Hartsville • ATTN: Susan McDonald • 716 McMurry Blvd E
Hartsville, TN 37074 • Fax 615-374-2149 • Susan.McDonald@tcathartsville.edu

Review of resumes will begin immediately; expected appointment is Fall 2022. Applications are available online at:
<https://tcathartsville.edu/about/jobs/criminal-justice-correctional-officer-instructor-2022-07>.

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