



Job Posting Announcement

Date: 02/20/2026
Program: TRIO/Upward Bound
Job Title: Instructor
Location: Carson-Newman University
FLSA Status: Non-exempt, Temporary, Part-time (20 Hrs./Wk.)
Salary Grade: Certified Instructor- 11.a (\$21.98/hr.)
Reports to: TRIO Director & Upward Bound Program Manager

Douglas-Cherokee Economic Authority, Inc. TRIO Program is currently seeking applicants for the TRIO Summer Program at Carson Newman University. This 6-Week Program is designed to provide students with a taste of the College experience.

POSITION SUMMARY: Instructors are responsible for providing academic instruction to students (grades 9-12) in academic or elective subjects for preparation for high school and collegiate studies in areas that correspond with the appropriate program strategies such as academic motivation, college preparation, college preparation, career explorations, etc.

DUTIES AND RESPONSIBILITIES / ESSENTIAL JOB FUNCTIONS:

- Design and implement high-quality curriculum and instruction for high school to college transitional learners.
- Prepare instructional materials, lesson plans, and classroom presentations in support of students achieving educational goals, in accordance with the program goals and objectives.
- Provide instruction to students both in person and virtually with effective classroom management skills.
- Establish and maintain a classroom environment conducive to student learning to motivate students and promote favorable attitudes.
- Evaluates student and group performance.
- Complete performance outcome assessments.
- Collaborate with TRIO staff to maximize academic benefits for each individual student.
- Maintain up-to-date records and program forms/reports.
- Perform other duties as assigned.

WORK SITE: Carson-Newman University

SUPERVISORY RESPONSIBILITIES: Does not supervise anyone.

OTHER JOB RESPONSIBILITIES:

- Complies with all rules, policies and procedures of the agency and program
- Maintains confidentiality of participants and agency information
- This job may change at any time for any or no reason
- It is an essential function of this job to get along with others, to be civil toward others and not threaten anyone's safety, to be respectful of supervisors, co-workers, and all others
- Demonstrate professional behaviors and work habits that comply with agency and program policies and procedures to effectively accomplish program goals and objectives
- Does not discriminate in the provision of services and makes sure that no person is excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or benefit because of race, color, religion, gender (including sexual orientation and gender identity), age, citizenship, ethnicity, national origin, disability, marital status, genetic information, or veteran status unless those exclusions are based upon bona fide qualifications mandated by program service eligibility criteria
- Performs all other duties as required and assigned



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ROLE QUALIFICATIONS:

Education and Experience Requirements:

Certified: Bachelor's degree in education or specific subject area with Tennessee Teaching Licensure required.

- Experience working with culturally diverse High School students.
- Previous experience with TRIO Programs preferred.

Other Knowledge, Skills, and Abilities:

- Be punctual, dependable, accurate, and thorough
- Computer proficiency is a must and experience with client software, Microsoft Office, and internet usage.
- Knowledgeable in the post-secondary process: FAFSA, ACT Prep, the college admissions process, financial aid, college life.

WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to sit for extended periods, use hands and fingers, to handle or feel objects; and reach with hands and arms. The employee often is required to talk or hear. The employee is frequently required to stand, walk, and occasionally required to stoop or kneel. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus. The employee must occasionally lift and/or move up to 25 pounds.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

- The noise level in the work environment is usually quiet to moderate but can sometimes be loud.

Equal Opportunity Employer

Application Deadline: Applications will be accepted until March 6, 2026.

To Apply: Send resume to Human Resources email: jcody@douglascherokee.org or mail to DCEA Human Resources, 534 East First North Street Morristown, TN 37814.