

CROWDER COLLEGE POSITION DESCRIPTION

Status: FT, 9 months	Title	ALLIED HEALTH PROGRAMS INSTRUCTOR
Revised: 12/03/2014	Department	HEALTH PROGRAMS
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	ALLIED HEALTH DIVISION CHAIR

POSITION SUMMARY

The Allied Health Programs Instructor is responsible for teaching courses in the Allied Health Programs, such as, but not limited to, Pharmacy Technician, Certified Nurse Assistant, Phlebotomy, and EKG; developing partnerships with internship/clinical sites; and advising students in the Pharmacy Technician, CNA and Health Care Specialist Programs.

MAJOR FUNCTIONS

1. Teach courses in Pharmacy Technician, CNA, Phlebotomy, and EKG as needed.
2. Recruit students for the Allied Health programs.
3. Participate in the development of Allied Health curriculum, course sequencing, and clinical schedules.
4. Develop and maintain partnerships with internship/clinical sites.
5. Ensure the availability of academic advisement and guidance of students.
6. Participate in Health Division faculty meetings, general faculty meetings, student activities, community activities, and the Health Education Advisory Council.
7. Implement the philosophy and objectives of the institution and Allied Health program.
8. Provide input on policies regarding recruitment, admission, retention, and promotion of students.
9. Serve on institutional committees as needed.
10. Participate in the development of departmental and institutional policies.
11. Develop course syllabi based on the institutional syllabi. Copies should be submitted to the division chair and AVP each semester.
12. Maintain regular posted office hours.
13. Support college activities.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Be role models for learning behavior and servant leadership.
4. Include students in all facets of instruction, guidance and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. Select appropriate texts and other course materials in conjunction with the division chair.
8. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
9. Return evaluated student exams and papers in a timely fashion.
10. Maintain grades and class status information.
11. Submit required reports by deadlines.
12. Attend Graduation Ceremonies.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. RN/ADN or BSN degree required; master's preferred.
2. Current licensure to practice professional nursing in Missouri.
3. College teaching experience preferred.
4. Fulfill needed professional development training as required by Crowder College and DESE (some substitutions possible).
5. Two years of professional experience in geriatric nursing.
6. Participation in professional nursing and educational/vocational organizations.
7. The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
8. Ability to plan, organize, and implement responsibilities effectively.
9. Ability to work with a close knit division team.

EQUIPMENT/SOFTWARE

Information Technology Abilities required:

- Ability to operate a personal computer using the Windows environment.
- Ability to understand operating a personal computer within the Crowder College Network environment.
- Ability to use E-mail.
- Ability to perform basic student database functions.
- Ability to perform basic word processing using MS Word.
- Ability to perform basic presentation functions using MS PowerPoint

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. 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.
4. A neat appearance and appropriate businesslike apparel are required.
5. Must have driver's license.

PHYSICAL DEMANDS

1. Involves working with classroom equipment and requires mobility within the classrooms and campus.
2. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.