

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 9 months	<b>Title</b>	SECONDARY HEALTH SCIENCES INSTRUCTOR
<b>Revised:</b> 5/15/2015	<b>Department</b>	CTEC
<b>Level:</b> Faculty	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	DIRECTOR OF CTEC

**POSITION SUMMARY**

Teach Health Science core, including Anatomy, Medical Terminology, CPR, First Aide, and In Home Health Care curriculum, to high school juniors and seniors.

**MAJOR FUNCTIONS**

1. Provide instruction in Health Sciences core curriculum
2. Work with area health care institutions for clinical placement of students
3. Work with sending school counselors as needed
4. Perform other assigned duties and tasks as appropriate for the position

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.
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. Utilize appropriate texts and other course materials in conjunction with the appropriate division chair, the CTEC Director and the Department of Elementary and Secondary Education.
8. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught, adhere to individual student programs.
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. Serve on institutional committees as needed.
13. Support CTEC student activities.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Licensed Practical Nurse currently licensed in Missouri.
2. The candidate must possess the ability to successfully pass the FBI Criminal Background Check.
3. Within five years of hire, the candidate must be able to obtain a Missouri Substitute Certificate requiring a minimum of 60 college credit hours.
4. The candidate must possess the ability to become a CPR Certified Trainer.

5. Two years of nursing experience required.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Information Technology Abilities required:

- 1-1 Ability to operate a personal computer using the Windows environment.
- 1-2 Ability to understand operating a personal computer within the Crowder College Network environment.
- 1-3 Ability to use E-mail.

#### **EQUIPMENT/SOFTWARE**

1. Operate standard office computers and software.
2. See above Information Technology abilities.

#### **POSITIONS SUPERVISED**

None

#### **WORKING CONDITIONS**

1. Generally indoors in a normal office or clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal high school academic 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.

#### **PHYSICAL DEMANDS**

1. Generally work involving mobility within the classroom, campus and clinical setting.
2. Input, access and distribute information using computers.

#### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

#### **LANGUAGE/COMMUNICATIONS SKILLS**

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