POSITION DESCRIPTION

JOB TITLE: ALLIED HEALTH PROGRAMS INSTRUCTOR

DEPARTMENT: ALLIED HEALTH PROGRAMS          DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: $34,689 - $46,578 COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIVISION CHAIR/ALLIED HEALTH PROGRAMS

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: APRIL 21, 2020

Position Summary
The Allied Health Programs Instructor is responsible for teaching courses in the Allied Health Programs. This position is at the Neosho campus but may require teaching at other campuses as needed.

Essential Job Duties

• Teach courses in the Allied Health program at Neosho and other campuses as needed.
• Recruit students for Allied Health programs.
• Participate in the development of Allied Health curriculum, course sequencing, and clinical schedules.
• Develop and maintain partnerships with internship/clinical sites.
• Ensure the availability of academic advisement and guidance of students.
• Participate in Health Division faculty meetings, general faculty meetings, student activities, community activities, and the Health Education Advisory Council.
• Implement the philosophy and objectives of the institution and Allied Health program.
• Provide input on policies regarding recruitment, admission, retention, and promotion of students.
• Serve on institutional committees as needed.
• Participate in the development of departmental and institutional policies.
• Develop course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and the Academic Affairs Office each semester.
• Maintain regular posted office hours.
• Support college activities.
• Other duties as assigned.

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service and other tasks associated with full-time faculty, which may include evenings and weekends. Delivery methods may include traditional, online, ITV or hybrid. Travel to other instructional sites may be required. Learning is the key to human growth and development. In order to help our students be better learners, faculty members in general are expected to:

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

Required Knowledge, Skills & Abilities
• RN/ADN or BSN degree.
• Current licensure to practice professional nursing in Missouri.
• Fulfill needed professional development training as required by Crowder College and DESE (some substitutions possible).
• Two years of professional experience in nursing.
• Participation in professional nursing and educational/vocational organizations.
• Ability to work with a close knit division team.
• The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
• Ability to plan, organize, and implement responsibilities effectively.
• Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
• Current Basic Life Support Certification.
• Current drivers license.

Preferred Knowledge, Skills & Abilities
• Master’s degree in nursing.
• Experienced in Certified Nursing Assistant instruction
• College teaching experience.

Equipment/Software
• Information Technology abilities required:
  o Skills necessary to utilize computer to manage and improve instruction.
  o Ability to operate a computer using Windows environment.
  o Ability to operate a computer within the Crowder College network environment.
  o Ability to utilize email.
  o Ability to perform basic word processing using MS Word.
  o Ability to perform basic student database functions.
  o Ability to perform basic presentation functions using MS PowerPoint.
  o Ability to perform basic Blackboard functions.

Positions Supervised
None

Working Environment
• Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
• Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
• 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.
• A neat appearance and appropriate businesslike apparel are required. Business casual or scrubs are appropriate apparel for the classroom.
• Scrub attire is required for the clinical setting.

Physical
• Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
• Input, access and distribute information using computers.
• While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to 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.

Creative and Analytical Skills
• Ability to define problems, collect data, establish facts, and draw valid conclusions.
• Ability to devise or modify methods or processes to solve specific problems.
• Ability to plan, develop and implement necessary curriculum.

Language/Communication Skills
• Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
• Ability to interact with a broad range of people both on and off campus in a positive manner.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS “AT-WILL.” THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.