

Veterinarian Technician Instructor- 9 Month Position

Florida Parishes Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, evening, unclassified position domiciled at the Florida Parishes Campus. This is currently a 32 hour per week position.

Applications will be accepted until position is filled, with preference being given to those received on or before July 23, 2021.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

Job Summary:

Employee will be responsible for providing instructional services for Veterinary Assistant and Veterinary Technician Programs. Employee will assist in curriculum modification for both programs. Curriculum development will include working with existing programs and LCTCS to get program approvals.

Individual will assist the Program Director with the technical college programs with Northshore Technical College's secondary programs. The employee will be responsible for working with business and industry to make sure that the training offered meets the demands of the workforce.

Employee will be responsible for assisting the Campus Dean in preparing lists for equipment and supplies. Individual will meet with area veterinarians to determine the state-of-art equipment needed as well as to arrange partnerships for student internships.

Employee will be responsible for teaching credit and noncredit courses for the Veterinary Assistant and Veterinary Technician Programs for the Florida Parishes Campus.

QUALIFICATIONS:

Required: Registered Veterinary Technician A.A.S. Degree from a regionally-accredited college or university. Also, must be a Registered Veterinary Technician (RVT).

Responsibilities:

Instructional/Teaching Performance

1. Utilize innovative, effective, and equitable teaching techniques
2. Follow course syllabi and outlines
3. Maintain time on task
4. Receive favorable student evaluations of instruction
5. Maintain teaching load practiced by college
6. Meet deadlines related to this function

Program Coordination/Instructional Development

1. Assist Program Director in the development of Curriculum Guides, course syllabi and outlines, and other instructional materials
2. Prepare course offering schedule based on Curriculum Guides
3. Participate in curriculum meetings
4. Meet all deadlines related to this function

Program/Instructional Management

1. Assist the Program Director in maintaining an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
2. Assist the Program Director in maintaining appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
3. Assist the Program Director in maintaining all deadlines related to this function.

School or Classroom Management

1. Practice appropriate safety precautions
2. Maintain student discipline
3. Meet all deadlines related to this function

Student Guidance/Advising Activities

1. Provide career counseling and academic advising
2. Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
3. Serve special populations
4. Make appropriate referrals to students with special needs

5. Maintain appropriate number of students in class and in program
6. Meet all deadlines related to this function

College and/or Community Services

1. Participate in recruitment activities, i.e. career fairs, etc.
2. Maintain program accreditation/certification or program licensure requirements
 - Provide service to the college that may include some of the following activities:
 - Sponsor student organizations
 - Serve on or chair committees
 - Conduct or coordinate teaching consultant activities
 - Facilities workshops
 - Teaching consultant activities
 - Teach continuing education or customized industry courses when applicable.
 - Provide routine equipment maintenance
 - Initiate and write new program proposals
 - Serve on NTC or Campus Committees
 - Attend all faculty/staff meetings regularly.
 - Provide service to the community that may include
 - Participate in health fairs
 - Participate in charity or community activities
 - Participate in community organizations (i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.)
 - Meet all deadlines in this function

Professional Activities, Leadership, and Service

1. Participate in professional development activities that may include
 - Complete coursework or degrees
 - Membership in professional organizations
 - Serve on a Board or in an Office of a professional association
 - Present a paper or facilitate a workshop at a professional conference
 - Participate in a Leadership Academy
 - Serve on an external institutional or program accreditation team
 - Participate in industry visits
 - Exemplify Leadership role on NTC or LCTCS Committees, Faculty Council, etc.
 - Meet all deadlines related to this function

Duties specific Registered Veterinary Technician:

1. Assist Program Director in modifying current curriculum when needed.
 2. Coordinate technical college programs with College's secondary programs.
 3. Partner with business and industry to make sure that the training offered meets demands of the workforce.
 4. Organize lists for necessary equipment and supplies. Requires meeting with area veterinarians to determine the state-of-art equipment needed.
 5. Partner with area veterinarians to establish student internship avenues
 6. Responsible for teaching credit and noncredit courses in Veterinary Assistant/Veterinary Technician for Florida Parishes Campus.
- **Perform other related duties as assigned**

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:

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. While performing the duties of this Job, the employee is required to occasionally sit; frequently use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is frequently required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Essential functions that medical assistants need to be able to perform include:

- Applying universal precautions such as hand washing and applying mask, gown and gloves
- Providing sufficient physical support to safely assist animals in moving and/or restraining
- Performing clinical treatment activities
- Able to move in confined spaces
- Maintain balance in standing position
- Twist body from one side to the other
- Reach below the waist and to the front or the side of the body to the level of the top of head
- Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring an animal from one place to another
- Able to possess hand and finger coordination and strength to allow grasp, twist and pinch of an object weighing 5 pounds for at least 5 seconds

- Ability to distinguish subtle vibrations through the skin (pulse)
- Able to move quickly in case of emergency situations
- Able to identify the subtle difference in surface characteristics (feel a raised rash)
- Able to squat or modified squat (one knee on floor) for at least 1 minute
- Able to climb and descend a flight of stairs in succession
- Able to walk independently without assistance

INTERPERSONAL SKILLS:

Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.