



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### **Medical Laboratory Technician/ Phlebotomy Program Director**

A nine month faculty position. The instructor will teach in the Medical Laboratory program. Additional duties include organization, administration, instruction, evaluation, continuous quality improvement, curriculum planning and development, directing other program faculty/staff, and general effectiveness of the program.

- Provide evidence that he/she participates in the budget preparation process.
- Engage in a minimum of 36 hours of documented continuing professional development every 3 years.
- Responsible for maintain NAACLS accreditation of the program.
- Responsible for faculty appointments.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the registrar at the end of each semester; adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquiries and other communications about students in a timely manner.
- Serve as academic advisor and participate in recruitment, registration, and retention activities for students in programs within the department, including referring students who are at risk of failure due to absences for advising or counseling. Faculty advisors are required to monitor students' progress in courses and provide timely feedback to aid academic success and to inform degree program coordinators regarding course offerings.
- Perform registration assignments as scheduled by one's supervisor.
- Create a learning environment in which all students are treated equitably and with respect.
- Attend and provide meaningful instruction, 15-18 hour load per semester, for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Participate in professional development activities that enhance effectiveness, particularly with respect to teaching and student learning.
- Make adequate preparation for the instructional process; incorporate strategies, and a variety of evaluation methods to accommodate students with varying learning styles and to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about course content.
- Collaborate with departmental colleagues regarding instruction and in the selection of library resources, software, and textbooks and in the development of master course syllabi.
- Develop and distribute within the first week of the semester course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Develop and administer periodic tests, assignments, and informal classroom assessment (formative and summative) to monitor students' performances, to monitor instructional effectiveness, and administer final examinations during the scheduled exam periods.
- Develop and update a mechanism for collecting data that aid in the assessment of program outcomes.

- Monitor the enrollment of students in classes by directing students who are not officially enrolled to the appropriate office to correct enrollment problems and by restricting attendance to students who are officially enrolled.
- Instruct students in the safe and proper use of equipment and supplies and in procedures for proper housekeeping and storage of materials.
- Maximize the use of advanced technology, including the use of computers and related strategies, in the classroom or available learning centers as appropriate.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Obey and enforce College policies that prohibit the use of food in the classroom, smoking within college buildings, drugs and firearms on campus, and the destruction and misuse of all college property.
- Participate in training sessions that familiarize the faculty member with instructional strategies, the institutional policies, databases, information systems, and software.
- Assist students with information about job opportunities in the discipline or program, with certification or licensure information, and with information about articulated programs and course work at secondary and post-secondary institutions.
- Serve as a resource to students in the pursuit of employment or advanced educational opportunities, such as completing recommendations, and assist students in their pursuit of meaningful educational goals by staying informed and offering reliable, accurate information about programs and opportunities the College offers.
- Attend meetings for the purpose of fulfilling assigned duties, participating in activities, sharing ideas and information, and working toward common department and College goals.
- Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, application of expertise in tasks that serve the college, speaking engagements, college or program specific recruitment activities, serving as advisor to a student organization, developing new organizations, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
- Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication within the College community concerning procedures and/or inquiries.
- Be adaptable to schedule/load adjustments based upon enrollment and accountable for a forty-hour workweek, including instructional responsibilities, planning, meetings, etc.
- Represent the college in manner, appearance, and behavior that promote a positive image of the college within the community.
- Participate in committee work either as working members or as chairs. From time to time, faculty members will be asked to participate on administrative committees, such as search committees, ad hoc committees, etc.
- Engage in classroom research and in assessment of learning experiences of students both for immediate feedback for teachers and students and for long-range improvement of courses, degree programs, and general education effectiveness.
- Complete an equipment and furniture inventory during the spring semester.

**Qualifications:**

- Master's or Doctoral Degree
- Holds ASCP-BOC or ASCPi-BOC generalist certification as a Medical Laboratory Scientist/Medical Technologist, Medical Laboratory Technician.
- Has three years of teaching experience
- Has experience in phlebotomy and/or Medical Laboratory Technician Education
- Has knowledge of education methods and administration
- Has knowledge of current NAACLS accreditation procedures and certification procedures

**Reports To:** Dean of Nursing and Allied Health

**Fletcher 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: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.