

POSITION DESCRIPTION
Instructional Staff/Faculty

POSITION TITLE: Allied Health Instructor/Part-time

Organizational Unit:
Technical Division

Reports to:
Dean of Career and Technical Education

Revision Date:
June 2020

I. NARRATIVE GENERAL DESCRIPTION

The Allied Health Instructor at Coffeyville Community College is responsible to the Dean of Career and Technical Education for instructional and personnel matters and to fulfill the requirements as outlined in the Memorandum of Agreement. The Allied Health Instructor is responsible for the instruction of the Certified Nurse Aide, Certified Medication Aide, Home Health Aide, and recertification courses as assigned and appropriately certified to teach.

II. FUNCTIONAL RESPONSIBILITIES

- A. Teach courses and/or prepare labs as assigned by the Dean of Career and Technical Education.
- B. Assist with the coordination and review of the Allied Health Program curriculum.
- C. Revise and update course materials and content to keep all courses current with Kansas State Department of Aging and Disability Services regulations.
- D. Assist in the development of new courses and program initiatives as assigned.
- E. Maintain current licensure and instructional credentials in accordance with Kansas State Department of Aging and Disability Services requirements.
- F. Advise and enroll students according to established procedures as assigned.
- G. Participate in the development and implementation of the institutional assessment plan as required for North Central Accreditation.
- H. Serve on college committees as appointed and attend division meetings.
- I. Assist with recruiting personnel with recruitment activities and to make personal contacts with prospective students as needed.
- J. Participate in graduate/former student follow-up procedures as required for state and federal reporting as needed.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION

The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

- K. Participate in maintaining the instructional budget within established policies and budget parameters.
- L. Participate in the collection of an annual inventory of program equipment and supplies.
- M. Assist with grant activities for program development as needed.
- N. Actively participate in college and community activities.
- O. Meet attendance expectations as required for this position.
- P. Complete other duties as assigned by the Dean of Career and Technical Education.
- Q. Perform duties as outlined in the Memorandum of Agreement.

III. SUPERVISES THE FOLLOWING STAFF

None

IV. REQUIRED KNOWLEDGE, SKILLS, AND PERSONAL QUALIFICATIONS

- A. Proven teaching ability.
- B. Excellent communication skills both oral and written.
- C. An understanding of the mission and role of the comprehensive community college.
- D. Ability to stimulate motivation, confidence, and enthusiasm in students.

V. REQUIRED EXPERIENCE

- A. A minimum of two years licensed nursing clinical experience, and hold a Kansas RN or Oklahoma Multi-State RN license.
- B. At least 1,750 hours of clinical nursing experience must be as a Registered Nurse in a setting which demonstrates long-term nursing care, such as an adult care home, long term care unit of a hospital or a state institution for the mentally retarded or complete at least 7 hours online professional continuing education in "Person Centered Care for the Adult Care Home".
- C. Experience supervising nurse aides, experience teaching adults, complete a course in teaching adults or complete a professional continuing education offering on supervision or adult education.
- D. If teaching Home Health, must have a minimum of two years full-time licensed nursing experience (LPN or RN) including at least 1,750 hours as a licensed nurse in home health care services.

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- E. Experience in teaching adults or a professional continuing education offering on supervision or adult education, or shall have experience in teaching adults or supervising nurse aides.

VII. REQUIRED EDUCATIONAL BACKGROUND

A minimum of an Associate's Degree in the field is required from a regionally accredited institution of higher education recognized by the U. S. Department of Education. A Bachelor's Degree or higher is preferred.

The Allied Health Instructor must maintain a current Kansas RN or OK Multi-State RN license.

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