

First Coast Technical College

JOB DESCRIPTION

HEALTH PROGRAMS INSTRUCTOR

QUALIFICATIONS:

- (1) RN with BSN, preferably with Master's degree
- (2) Six years full time experience in vocational field
- (3) Six weeks experience in field within last five years

KNOWLEDGE, SKILLS AND ABILITIES:

- (1) Ability to follow oral and written instructions
- (2) Ability to effectively communicate orally and in writing
- (3) Ability to make intelligent, well thought out decisions
- (4) Ability to work with people
- (5) Ability to attain Test of Adult Basic Education scores of 12.0 in reading, math, and language

REPORTS TO:

Vice President

JOB GOALS

An instructional staff member performing the instructional responsibilities of a post secondary and coordinate instructional functions within the department.

PERFORMANCE RESPONSIBILITIES:

- (1) Maintain a professional image in the areas of:
 - a. Appearance
 - b. Demeanor
 - c. Rapport
 - d. Personal Behavior
- (2) Maintains a good state of physical fitness
- (3) Maintains emotional suitability for instructing
- (4) Demonstrates a professional attitude
- (5) Demonstrates basic performance skills in trade area, current technical knowledge and related knowledge and skills
- (6) Demonstrates professional performance by:
 - a. Planning and instruction

HEALTH PROGRAMS INSTRUCTOR

PERFORMANCE RESPONSIBILITIES (Continued)

- (7) Securing and maintaining proper materials, equipment, and supplies through appropriate methods
- (8) Coordinate and schedule all health care programs and instruction
- (9) Provides effective classroom organization, management and implementation by:
 - a. Motivate students to achieve the objectives of the program
 - b. Manage classroom, environment and materials to be conducive to learning
 - c. Guide student's behavior so that skills and competencies are being achieved
 - d. Administer diagnostic tests to determine proper placement of students
 - e. Be accessible for counseling when needed on individual basis
 - f. Demonstrate a sufficient variety of teaching methods, techniques, and strategies
 - g. Teach and reinforce employability skills
 - h. Teach and strictly enforce safety rules
 - i. Maintain essential records to show student placement in program
 - j. Complete records accurately and on time
 - k. Provide evidences needed for meeting standards for program review and accreditation
- (10) Evaluate effectiveness of program and refine curriculum as based on this evaluation.
- (11) Conduct classes and/or clinical experiences in Practical Nursing.
- (12) Other duties as assigned by the principal or required by School Board Policy.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently, and/or 10 pounds of force constantly to move objects.

TERMS OF EMPLOYMENT:

Approved Unit compensation plan
10 months position
37.5 hours per week

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluations of personnel.