

POSITION DESCRIPTION

JOB TITLE: SECONDARY HEALTH SCIENCE (HS) INSTRUCTOR

DEPARTMENT: CAREER AND TECHNICAL EDUCATION

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: \$51,975 COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: SECONDARY CTE DIRECTOR

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

DATE OF LATEST REVIEW/REVISIONS: January 30, 2025

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The secondary health science instructor will work as a team to provide instruction to high school students enrolled in the Health Science program at CTEC. These programs include topics such as CAN, Medical Terminology and Phlebotomy. This person will collaborate with current staff, faculty, and various healthcare facilities and healthcare representatives to develop curriculum and deliver instruction in hands-on laboratory, traditional classroom, and clinical environments, using effective delivery methods to enhance student understanding.

Essential Job Duties

- Provide instruction in Health Sciences core curriculum, including preparing students for the CNA exam and Phlebotomy certification.
- Work with area healthcare institutions for clinical placement of students.
- Supervise students in clinical settings.
- Assist with student recruitment and job placement.
- Coordinate and track student work-based learning opportunities.
- Establish and maintain program-specific Business and Industry Leadership Teams.
- Assist with SkillsUSA implementation.
- Participate in professional development workshops, conferences, and meetings.
- Perform other assigned duties and tasks appropriate for the position.

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help students maximize their learning. In order to help our students be better learners, faculty members will:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the appropriate division chair.
- Return student papers and exams in a timely fashion.
- Maintain grades and class status information.

- Submit required reports and deadlines.
- Serve on institutional committees as needed.

Required Knowledge, Skills & Abilities

- To satisfy DHSS requirements for CNA Instructors:
 - A Registered Nurse (RN) licensed in Missouri or in possession of a temporary permit from the Missouri State Board of Nursing. The licensee shall not be subject to current disciplinary action; and
 - A minimum of two (2) years of nursing experience as a RN and at least one (1) year experience in provision of LTC facility services within the last five (5) years (Please be specific in providing your experience).
- To satisfy DESE requirements for K-12 technical education instructors:
 - Must have or be willing to obtain a Missouri Teacher Certification or Missouri Career Education Teaching Certification
 - A minimum of two years of closely related nursing/work experience which would qualify an individual for initial DESE certification (CTAC)
- Ability to work well under pressure
- Excellent communication and interpersonal skills
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public

Preferred Knowledge, Skills & Abilities

- Bachelor's Degree in Nursing, or closely related field preferred.
- Experience teaching in a high school or college health science or nursing program.

Working Environment

- Generally indoors in a normal classroom, lab, or clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal high school academic working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- A neat appearance and appropriate businesslike apparel are required.
- The work environment characteristics described here represent those an employee encounter while performing this job's essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical

- Ability to work in classroom, lab, and clinical environments where lifting and mobility are required.
- While performing the duties of this job, the employee is 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.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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 the necessary curriculum

Language/Communication Skills

- Ability to communicate effectively with various people, including staff, students, and the general public, in 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.