

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Allied Health Instructor

Reports To: Director of Nursing and Allied Health

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 Months

Date of Position Description: May 2022

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GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in Nursing & Allied Health will be responsible for teaching courses within the Department (CNA, CMA, HHA, IV Therapy). Associate Degree, Bachelor's degree preferred. The possession of/or eligibility for a valid, current Kansas license as a registered nurse is required. Two years of nursing experience is required. At least 1,750 hours of that experience must be as a licensed 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. Additionally, it is preferable that the candidate has college teaching experience and experience in nursing or the medical industry. Excellent communication, interpersonal, organizational, and computer skills; have the ability to interact cordially with co-workers to accomplish tasks; and possess the willingness and the ability to travel.

The administration retains the right to change the responsibilities at any time.

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RESPONSIBILITIES

The Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. teach courses within the Nursing & Allied Health Department;
3. work with the division and department in the development of assessment and competencies for courses in the department and division;
4. work with the department and the division in the development and approval of Certificate Programs: Certified Nurse Aide, Certified Medication Aide, Home Health Aide, Intravenous Therapy of LPN's;
5. work with the department and division in the program review process;

6. work with the department and division in maintaining ongoing approval and accreditation;
7. work with the department and division in the student outcome assessment process;
8. assist in the mentoring of faculty both on and off-campus;
9. work with the department and division on follow-up of graduates;
10. work with the Articulation Coordinator in developing articulation agreements for transfer programs;
11. participate in division, department, and faculty activities including working with advisory committees for programs;
12. work with other instructors in scheduling and performing clinical instruction;
13. prepare syllabi for all courses taught following prescribed format
14. work with the division department chair and division dean on the preparation of the class schedule each semester;
15. provide information to the Academic Affairs' office for federal, state, and internal reports;
16. work with the department chair and the division dean on the preparation of the budget;
17. assist in the development of promotional materials for the program, department and the division,
18. recruitment of students and adjunct faculty members;
19. work with the Marketing Department to recruit students and ensure enrollment of courses;
20. provide updates for Department webpage;
21. disseminate program promotion materials;
22. incorporate technology into the curriculum;
23. coordinate certification exam testing;
24. coordinate the required State Evaluation of Allied Health Courses
25. collaborate with Director of designee to ensure that the Allied Health Courses meet approval and accreditation requirements;
26. assist in the collection and dissemination of data and information needed for completion of reports;

27. keep up-to-date files of the Allied Health Courses;
28. assist in the development and delivery of online courses in the program if applicable;
29. work with business and industry to develop relationships and support for the program;
30. work with other disciplines to develop interdisciplinary programs;
31. attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);
32. work evenings and weekends when necessary;
33. maintain unrestricted nursing license in Kansas.
34. assist in delivering educational programs and other services to companies and organizations;
35. Handle and attempt to resolve student complaints related to Allied Health issues in accordance with the Cloud County Community College student complaint policy procedure at all campuses;
36. Handle and attempt to resolve adjunct faculty complaints related to Allied Health issues in accordance with the Cloud County Community College Board of Trustees Policy and the Master Contract at all campuses;
37. Partner with Director to manage the program budget responsibly;
38. attend and participate in nursing pinning ceremony and commencement exercises in academic attire;
39. work collaboratively with Director to provide seamless services;
40. work with diverse populations; and
41. perform other duties as assigned by the Vice President for Academic Affairs, the Division Dean, or the Director.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERS)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center