JOB DESCRIPTION

JOB TITLE: Instructor, Career (Technical) Credit/Health

REPORTS TO: Dean of Nursing and Health Programs

BASIC FUNCTION: Teaches courses in the Career (Technical) Credit health programs as assigned by the Provost, Associate Dean and/or the Dean of Nursing and Health Programs.

CLASSIFICATION: Instructional Personnel

DUTIES AND RESPONSIBILITIES:

1. Teaches day or evening classes at assigned campus or other locations in the district. May be assigned to teach at another campus, if necessary to make load.

2. Responsible for instructional coverage of course objectives.

3. Teaches a minimum of 20 contact hours per week for instruction in accordance with District Board of Trustees Rule6Hx19-3.07.

4. Schedules, posts, and maintains work hours in accordance with the District Board of Trustees Rules, and as approved by the Dean of Nursing and Health Programs and the Associate Dean (East, North, Porter at Wiregrass Ranch, and Spring Hill).

5. Assists the Technical Health Program Coordinator and/or Dean of Nursing and Health Programs in establishing and maintaining clinical assignments for career (technical) credit health program students, as needed.

6. Attends and participates in meetings as a member of College committees to which appointed.

7. Reviews and updates student learning outcomes and course objectives as requested by the Dean of Nursing and Health Programs.

8. Responds to the needs and reasonable accommodations of students with disabilities. Interacts with the Director, Student Accessibility Services to ensure that reasonable accommodations are appropriately provided.

9. Promotes a learning environment that is non-discriminatory and that provides equity for all students.
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10. Provides students with a course syllabus, which will minimally include the requirements listed in the Syllabus Template; and submit copies to the Dean of Nursing and Health Programs (West Campus courses), and/or the Associate Deans (East Campus, North Campus, Porter Campus at Wiregrass Ranch, and Spring Hill Campus courses).

11. Assists the Dean of Nursing and Health Programs with instructional matters, and assists in the planning of curriculum, programs, and other course-related materials designed to serve the College and community.

12. Assists students having academic difficulty.

13. Maintains and submits accurate grade reports and class attendance records to appropriate College personnel within established College deadlines.

14. Refers students to student affairs staff and financial aid advisors as needed.

15. Provides the Dean of Nursing and Health Programs, and Associate Deans (East Campus, North Campus, Porter Campus at Wiregrass Ranch, and Spring Hill Campus) with copies of examinations, as requested.

16. Attends scheduled faculty and campus/division/departmental meetings.

17. Participates in professional development programs and activities as may be required by the Dean of Nursing and Health Programs.

18. Assures that career (technical) credit health program students have taken the Test for Adult Basic Education (TABE) (if applicable) within the appropriate time; and assists the Technical Health Program Coordinator in scheduling students to take the National Health career Association (NHA) exam (if applicable).

19. Maintains currency in respective teaching field by attending professional development programs, conferences, seminars, and/or courses.

20. Maintains current, unrestricted, State of Florida professional certification and/or license, as applicable, to respective teaching field.

21. Adheres to recertification requirements, as outlined in District Board of Trustees Rule 6Hx19-2.551.

22. Performs other duties as assigned.
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MINIMUM QUALIFICATIONS:

Appropriate credentials as required by the Rules of the District Board of Trustees and contained in the Pasco-Hernando State College Faculty Credentials and Qualifications Manual.

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Revised: 9/1/98; 7/01/01; 7/05/11; 08/04/14; 09/09/19