

# Canadian Valley Technology Center

## Health Careers Instructor (454)

### JOB POSTING

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#### **Job Details**

Posting ID

**454**

Title

**Health Careers Instructor**

Description

**Job Description**

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**Job Title:** Health Careers Instructor

**Location:** Cowan Campus

**Reports To:** Director of Student Services

**FLSA Status:** Exempt, 10 month

**Job Group:** CB-CE dependent on degree

**Benefits:** Employee Health, Dental, Vision, and Life Insurance; Sick, Personal, and Community Service Leave; Paid Teacher Retirement; \$2400 Flex Benefit; Employee Tuition Reimbursement Assistance

**Prepared By:** Joe Meziere

**Prepared:** 3/09/2022

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#### **SUMMARY**

Teachers shall be responsible for supervision, instruction, training, and other functions, as requested by the administration, of all students enrolled in their program.

#### **QUALIFICATIONS**

- Hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma
- Associate's Degree in nursing and a minimum of three years successful work experience within the last five years as a nurse and/or a nursing instructor. Requirement to work toward obtaining Bachelor's Degree, must be willing to have a degree plan on file with CVTech. Must be eligible to obtain Oklahoma Teaching Certificate.
- Preference may be given to candidates with: Current Oklahoma Teaching Certificate in Biology and/or Health Careers Education with health related experience; Bachelor's or Master's Degree in Nursing. If instructing students in the Advanced Unlicensed Assistant class; must present evidence of at least two (2) years experience working in an acute care setting, at least one year of which must include experience supervising unlicensed personnel in a clinical setting. If instructing students in Long Term Care class; at least two (2) years experience with at least one (1) year one-year experience in long term care.
- Eligible to supervise lab/clinical experiences of students in multiple health fields.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Supervision and instruction of all students enrolled in the program.
- Provide performance based individualized and group instruction utilizing a variety of instructional techniques.
- Develop a professional teacher-student relationship in order to assist students in dealing with personal, social, and educational challenges.
- Consistent communication to students and parents in regards to attendance or other matters involving the Health Careers program.
- Supervise the scheduling and complete the required paperwork for the student clinical experiences and onboarding of clinical adjuncts.

- Assist in the development, revision, and updating of competency based instructional materials including written and digital curriculum and multimedia instructional support materials.
- Insure that all students are prepared to take and successfully pass the certification tests for which they qualify.
- Instruct students in the use, care, and safe operation of equipment and the care of furniture, material, and supplies.
- Be an advisor or co-advisor to a chapter of Health Occupations Students of America (HOSA), the Career Tech Student Organization for Health Careers students.
- Organize time so that classroom instruction, laboratory work, and cleanup activities can be accomplished in allotted time.
- Evaluate each student's performance based on knowledge, skills, and abilities learned in the areas being taught; maintain records, prepare progress reports and employment references for students.
- Use proper purchasing procedures when buying materials or equipment and maintain required inventory records on all equipment, supplies, and materials.
- Prepare and submit reports required by the State and the District.
- Attend and participate in faculty meetings, work committies and task forces. Maintain professional competence through participation in staff development and professional growth activities.
- Maintain an active advisory committee program and meet a minimum of twice a year.
- Assist in upholding and enforcing the rules and regulations of the Board of Education.
- Maintain a professional attitude through participation in professional organizations. Attend the annual career and technical education conference in August and other conferences and workshops as required.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. While performing the duties of this job, the employee is regularly requite to sit, stand and walk. The employee must occasionally lift and/or move up to 25 pounds. This is not an exhaustive list and reasonable accommodations may be made as needed.

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<i>Shift Type</i>	<b>Full-Time</b>	<i>Salary Range</i>	<b>\$58,597.00 to \$74,006.00</b>
<i>Salary Code</i>	<b>Per Year</b>	<i>Job Category</i>	<b>Certified</b>
<i>External Job Application</i>	<b>Instructor</b>	<i>Internal Job Application</i>	<b>Instructor</b>
<i>Location</i>	<b>Dr. Earl Cowan Campus</b>	<i>Posting Status</i>	<b>Active</b>
<i>Minimum Qualifications Screening</i>			

**Job Application Timeframes**

<i>Internal Start Date</i>	<i>General Start Date</i>	<b>06/20/2024</b>
<i>Internal End Date</i>	<i>General End Date</i>	

**Job Pools**

<i>Pool Name</i>	<i>Quantity</i>	<i>Requisition ID</i>	<i>Requisition Title</i>
<b>Default</b>	<b>1</b>		

**Alternate Job Contact**

<i>Name</i>	<i>Title</i>
<i>Location</i>	<i>Phone</i>
<i>Email</i>	

**References**

*Automatically Send  
Reference Check*    **Yes**

*Reference Check  
Form*

**Certified Survey**