

# Southeast Technical Institute

Sioux Falls School District 49-5

## JOB DESCRIPTION

### Health Core Instructor

<b>Division/Department/Program:</b>	Health and Human Services/Health/Health Core	<b>Job Status:</b>	Full-time
<b>FLSA Status:</b>	Exempt	<b>Reports To:</b>	Vice President of Academic Affairs
<b>Grade/Level:</b>	Instructor Salary Schedule based on Education and Experience	<b>Amount of Travel Required:</b>	None
<b>Work Schedule:</b>	<ul style="list-style-type: none"><li>• 186, 206, or 226 Day Instructor Work Calendar (July-June) based on Administrator assignment per program needs.</li><li>• M-F 8:00 AM to 4:00 PM.</li><li>• Flexible schedule required to meet course delivery needs including online, evening and weekends.</li></ul>	<b>Positions Supervised:</b>	None
<b>Prepared By Name:</b>	Southeast Technical Institute Human Resources Department	<b>Approved By Name:</b>	James Jacobsen
<b>Prepared By Title or Dept:</b>	Southeast Technical Institute Human Resources Staff	<b>Approved By Title or Dept:</b>	Vice President of Academic Affairs
<b>Prepared By Date:</b>	November, 2014	<b>Approved By Date:</b>	November, 2014

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#### POSITION SUMMARY

This position will provide instruction for Southeast Technical Institute's Health Core Programs that will prepare students for entry-level positions. This position will focus on the core health and science courses that provide a global knowledge of the healthcare profession. This individual will also continually assess and enhance the Health Core curriculum according to the educational standards of Southeast Tech and its accrediting bodies.

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## **ESSENTIAL FUNCTIONS**

### **Reasonable Accommodations Statement**

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

### **Essential Functions Statement(s)**

- Teach curriculum and classroom instruction for the required 'general education' courses of the health programs that encompass a variety of ancillary applications that provide: the proper and safe use of instruments/equipment; patient care techniques; the importance of sterile techniques and procedures; and following protocols and processes within a variety of medical facilities structures.
- Develop and teach competency-based curriculum that provides classroom theory, laboratory, and real world experience to prepare students for entry-level positions in the health field.
- Promote academic achievement through appropriate classroom rigor, and establish student success as a primary teaching goal.
- Establish a positive learning environment that promotes dignity, self-respect, safety, and personal/professional growth.
- Monitor and assess student classroom effort and assignments.
- Build good interpersonal relationships and establish positive rapport with students, colleagues and Program committees.
- Utilize the community as a learning resource and as an extension of the classroom.
- Continually updates professional skills and knowledge to enhance teaching and learning abilities.
- Mentor part-time program staff for academic and non-academic content.
- Assist Health Instructors/Program Directors with monitoring and maintaining Programs' accreditation requirements.
- Maintain program acumen and apply new knowledge acquired through professional growth activities and technical education.
- Complete non-teaching, department-related responsibilities that include student recruitment, and retention; and as an active participant in team/program committees.
- Utilize the Learning Management System to deliver courses that may include traditional, hybrid, online, evening or week-end format.
- Perform duties as assigned by the Vice President of Academic Affairs or other designee.

## **POSITION QUALIFICATIONS**

### **Competency Statement(s)**

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

## SKILLS & ABILITIES REQUIREMENTS:

### Education:

Current licensure as a Registered Nurse in South Dakota. Bachelor's Degree in Nursing or related health field preferred.

### Experience:

- Minimum 3 years (full time, at least 35 hours per work week) related work experience within the last 5 years required.
- Prior experience in post-secondary teaching with both traditional and adult students preferred.
- Understand and utilize best practices in online and blended instruction.
- Current knowledge in course content through professional development activities.
- Exceptional writing skills.
- Knowledge of HIPAA and FERPA.

### Computer Skills:

Strong computer skills in Microsoft Office Suite, database management systems and the ability to learn new software packages relative to the instructional field. Fully functional with online communication tools (instant messaging, live chat, forums, emails). Ability to understand and utilize technology for online/blended instruction with focus on instructional field. Ability to conduct internet research and enter data in related software tools.

### Certificates & Licenses:

Current licensure as a Registered Nurse in South Dakota. Ability to attain South Dakota post-secondary credential

## PHYSICAL DEMANDS

### Physical Demands

Stand	C (Constantly)	<u>Lift/Carry</u> 10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	O (Occasionally)
Handling / Fingering	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	N (Not Applicable)
Reach Above Shoulder	O (Occasionally)	<u>Push/Pull</u>	
Climb	O (Occasionally)	12 lbs or less	C (Constantly)
Crawl	O (Occasionally)	13-25 lbs	C (Constantly)
Squat or Kneel	O (Occasionally)	26-40 lbs	F (Frequently)
Bend	O (Occasionally)	41-100 lbs	O (Occasionally)

*N (Not Applicable)*

*Activity is not applicable to this occupation.*

*O (Occasionally)*

*Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*

*F (Frequently)*

*Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*

*C (Constantly)*

*Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

### Other Physical Requirements

#### Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

#### Vision:

- Sufficient visual acuity for reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

#### Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

#### Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture.  
Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

### WORK ENVIRONMENT

General office environment and instructional ancillary lab equipment available. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Occasionally exposed to outdoor weather conditions when traveling to other locations. Some location visitations may not be climate controlled and are subject to a variety of temperatures that could include coldness and humidity.

Job is sedentary with physical activities normally required in an office or in a variety of medical facility environments. Possible exposure to communicable diseases.

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### EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

#### EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

#### EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Print Name: \_\_\_\_\_