

JOB TITLE:	Healthcare Services Instructor
EMPLOYMENT STATUS:	Full-time 185 days, Salaried
PAY GRADE:	Per Master Agreement
IMMEDIATE SUPERVISOR:	Satellite Supervisor/Site Supervisor

POSITION DESCRIPTION: The Health Care Services Instructor will assume responsibility for the delivery of quality education based on board adopted standards. S/He will ensure that maximum learning can take place and help students learn subject matter and skills that will contribute to their understanding of health-related competencies and critical thinking skills as mature and responsible citizens and successful members of the workforce.

MINIMUM QUALIFICATIONS: To be qualified for this position, applicants must possess:

- Valid licensure, certification, and/or registrations as required by the Ohio Department of Education (or any governing body associated with the education programs directed);
- Bachelors of Nursing and Ohio Registered Nurse license preferred;
- Strong skillset and experience aligned with credential(s) to be earned by students;
- Willingness and ability to work with students and staff as a team member;
- Computer expertise appropriate to the position;
- Effective and demonstrated problem solving, critical thinking, analytical, oral and written communication, and organizational skills;
- Valid driver's license with access to personal insured vehicle during work hours;
- History of strong work record, including good job attendance; and
- Documented evidence of acceptable criminal record as required by Ohio law and Board Policy.

For State Tested Nursing Assistant credential programs:

- Eligibility to serve as Primary Instructor and/or Program Coordinator per Ohio Board of Nursing requirements
 - **Preferred:** Valid Ohio RN license AND a minimum of two years of nursing experience as a licensed RN, at least one of which shall be in the provision of long-term care facility services (nursing home setting); **OR**
 - Valid Ohio RN license AND a minimum of two years experience in caring for the elderly or chronically ill of any age in a long-term care facility, geriatrics department, home health agency, or hospital; **OR**
 - Valid Ohio LPN license AND a minimum of two years experience in caring for the elderly or chronically ill of any age obtained through employment in a long-term care facility;
- Current, valid "Train the Trainer" certification preferred;

ESSENTIAL FUNCTIONS OF THE POSITION

The information contained in this job description is for compliance with the Americans with Disabilities Act and is not an exhaustive list of the duties performed for this position.

An individual employed by the Butler Technology and Career Development Schools in this job is expected to perform the following essential functions and duties, however, this list is not exhaustive, and the employee is required to perform any other duties assigned.

- Responsible for planning, teaching and evaluating the courses assigned;
- Demonstrate proficiency in the subject area;
- Responsible for the continual improvement of program curriculum and delivery, including assessment materials and course of study;
- Maintain accurate records and reports on student progress in the classroom;
- Use student performance data to improve teaching and learning;
- Assess student comprehension and provide re-teaching when necessary;
- Provide individual and group instruction to meet needs, interests, and ability of students;
- Recruit and retain student enrollment in order to optimize our capacity to serve students;
- Actively participate as a team member to work with staff and students;
- Attend and actively participate in all faculty, advisory committee, and curriculum meetings and accept committee assignments as necessary and assigned;
- Responsible for organization, care and inventory of instructional supplies and equipment;
- Assist in the recruitment and retention of students;
- Develop effective relationships with staff and the community;
- Provide employability skills instruction using approved curriculum;
- Seek employment and/or internship opportunities for students in accordance with training and ability;
- Contribute to the creation of an environment of high achievement, continual improvement, professional growth, and acceptance;
- Maintain high standards of ethics, honesty and integrity in all matters;
- Comply with all Board Policies and Administrative Guidelines;
- Arrive on time to work each regular work day;
- Be in attendance every regular school day, excluding long-term illnesses, FMLA leaves, and other unique circumstances
- Maintain confidentiality of student and other information;
- Achieve and maintain technological proficiency with district operating systems and programs;
- Attend staff meetings/events, student ceremonies, trainings, and Board of Education meetings as directed;
- Work cooperatively with staff and community members to efficiently coordinate services;
- Communicate effectively with students, staff, administration, employers, and the community;
- Be willing and able to devote the time and effort necessary to do the job effectively;
- Create a safe and appropriate classroom environment that is conducive to learning, appropriate to the maturity and interests of the students, clean, and equipped with adequately maintained equipment;
- Follow state and district requirements and guidelines for program/subject area;

- Complete, submit/utilize reports and forms as the position requires;
- Confer with supervisor regarding progress, concerns, and recommendations;
- Utilize school resource personnel as required to improve student performance;
- Be available to parents, students and/or sponsoring agencies for education related purposes;
- Develop a plan to involve parents/guardians in the education of their son/daughter.
- Provide required safety instruction and documentation;
- Plan and organize own work to meet deadlines;
- Follow regulations regarding the handling of money including district purchasing cards, purchase orders, purchasing cards, CTSO accounts, etc;
- Assume responsibility for overall classroom management;
- Assume responsibility for overall discipline;
- Comply with applicable state and federal regulations e.g. OSHA, OCR;
- Report the presence of unauthorized or atypical visitors;
- Project a positive image of career technical education;
- Update and improve professional competence by adhering to professional development requirements for license renewal;
- Promote, include, and support Career Technical Student Organization activities as prescribed;
- Model non-discriminatory practices in all activities;
- Report incidents (e.g. fights, suspected child abuse, harassment, bullying, etc.) for the purpose of maintaining personal safety of students, providing a positive learning environment, and adhering to state law and Board Policy;
- Promote positive work habits in students;
- Perform other tasks, consistent with the position, as may be assigned.
- For programs in which students earn a State Tested Nursing Assistant credential, the following essential functions apply as derived from Ohio Revised Code:
 - Maintain a written agreement with at least one Ohio-based long-term care facility that provides for access by the program to the facility and its residents for the clinical experience portion of the program;
 - Establish and implement a method by which students may evaluate the program;
 - Maintain program records in a confidential manner for at least two years at the program's business address in an area that is readily accessible and able to be locked, including:
 - a final summary report for each student. The report shall include enrollment information, attendance records for classroom instruction and clinical experience, skills testing checklists, clinical evaluation, and certificate of completion, if applicable;
 - the agreement and resume for each program coordinator and primary instructor and documentation of the qualifications of guest lecturers verifying ORC 3701-18-09 credential and experience requirements are met;
 - Administrative records including, but not limited to, complaints and the evaluations of the program by students;
 - Provide a combined total of at least 75 hours of instruction that adhere to TCEP curriculum standards;
 - Ensure students receive at least 16 hours of classroom instruction before providing any nursing or nursing-related services involving direct contact with residents of a long-term care facility;
 - Establish behaviorally stated objectives and measurable performance criteria for each standard and subject matter component of the training program;

- Measure the skills of students through skills testing and record the results of skills testing on a checklist specific to the task being performed;
- Conduct skills testing for a sufficient number of tasks to evaluate adequately each student's knowledge and ability with respect to all matters on which he or she has received classroom instruction or clinical experience.

OTHER DUTIES AND FUNCTIONS:

- Track student progress in academic classes.
- Troubleshoot and maintain equipment in good repair.
- Attend appropriate school-related activities.
- Perform duty assignments e.g. parking lot, cafeteria, restroom, courtyard.
- Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
- Help instill in students the belief in and practice of ethical principles and democratic values.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of: State Department of Education standards, requirements, guidelines; Board Policies and procedures; building policies and procedures; student discipline code; lesson plans; courses of study; textbooks; supplemental teaching materials; teaching techniques and strategies; motivational techniques; public relations; supervision; grading systems; standardized tests; individualized educational plans; intervention techniques; subject(s) taught; required reports; inventories; requisitions; emergency preparedness drills; current field-related software programs and applications, safety regulations for subject/laboratory.

Ability to: Interpret policies, procedures and regulations; demonstrate reading, writing, speaking, listening and observation skills appropriate to the position; administer student discipline code; develop lesson plans; follow courses of study; interpret textbooks and supplemental teaching materials; communicate effectively; supervise; schedule; evaluate; follow directions; maintain records and files; prepare reports; follow emergency preparedness procedures; recognize individual differences; inform students and parents of teacher expectations; be mobile and do a moderate amount of lifting and climbing; maintain a flexible and positive attitude in all professional relationships.

Skill in: Use of computers, Outlook program, Microsoft Office Word, SmartBoard, web based grade systems, calculator, projectors, telephone, other instructional-related audiovisual equipment and instructional-related classroom equipment, and computer programs. Use of anatomical models, audiometer, aqua K pads, digital and clinical thermometers, blood pressure equipment, stethoscope, surgical and dental instruments, ambulatory equipment, height and weight scales, medical lab equipment, Hoyer lift, assistance equipment, ADL equipment, dental office equipment including dental chair and assistant cart, CPR manikins, exam table, scales, titmus machine, venipuncture (arm), electric and manual hospital beds, hospital room equipment, and other customary healthcare equipment.

WORK ENVIRONMENT AND CONDITIONS

Occasional: Exposure to inclement weather driving conditions; interaction with unruly students and adults; dust, hazardous chemicals, blood borne pathogens, and other contaminants; attend functions or perform duties outside of normal working hours; travel to other facilities for professional duties.

Frequent: Prolonged periods of standing; moving and lifting supplies and materials up to 50 lbs.; seated computer/desk work; working under time constraints; operation of computer and related office equipment; exposure to moderate to loud noise levels. This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. Regularly required to talk and hear.

Employees are required to follow all district safety rules and procedures, and participate in school safety training when requested.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.*

EVALUATION

Staff shall be evaluated in accordance with Board Policy and the Master Agreement

Reviewed and Acknowledged by: _____ Date: _____