CAREER PREP INSTRUCTOR

SUMMARY
Implement the Career Prep Curriculum Sequence and instruct students in accordance with curriculum standards and objectives.

ESSENTIAL FUNCTIONS

- Instruct students in the foundation courses such as mathematics, computers, anatomy and physiology, medical terminology, study skills and first aid.

- Plan instruction of the foundation courses to achieve specific objectives based upon student need.

- Prepare lectures lesson plans and practical demonstrations for students in class and individually.

- Assist students in transitioning from the Career Prep Sequence to the Professional Sequences.

- Monitor student attendance and inform with the Associate Director when three or more consecutive absences occur. Prepare weekly attendance reports for the office management department.

- Review student retention rates and implement plan to reduce student withdrawals. Maintain an 80% student retention rate for all classes taught in the program.

- Maintain student grades in accordance with established policies. Prepare final grades at the end of each sequence to update student records and transcripts.

- Evaluate the performance of students regarding achievements in curriculum and activities and make necessary provisions to meet learning needs.

- Monitor student academic progress and inform the Associate Director when a student’s grade average for any course drops below 77%.

The list of essential functions is not exhaustive and may be supplemented.
MARGINAL FUNCTIONS

MENTAL TASKS
Communicate. Read. Comprehend. Perform functions from written and oral instructions and from observing others.

PHYSICAL TASKS
Sort, separate and file documents and forms. Write. Requires hearing to normal range. Lift up to 20 pounds.

METHODS, TECHNIQUES, PROCEDURES
Review appropriate documents, forms and reports.

EQUIPMENT, AIDS, TOOLS, MATERIALS
May use office equipment such as telephone, copier, printer and computer.

WORKING CONDITIONS
Exposure to indoor classroom, lab and office environment. Contact with employees, students and public.

CONTROL SUPERVISION
None.

MINIMUM QUALIFICATIONS
Associate Degree from an institution accredited by an agency recognized by the US Secretary of Education or the Council for Higher Education Accreditation. Three (3) years of instruction/teaching experience. Knowledge of Medical Terminology, Anatomy and Physiology. Must hold a current teaching license, certification or other designations as required by local, state or federal laws. Any equivalent combination of training, education or experience that meets the minimum qualifications. Verbal and written communication skills. Knowledge of Word, Excel, Power Point and other computer skills.