GORDON COOPER TECHNOLOGY CENTER

JOB DESCRIPTION

Job Title: Flex Track Health Programs Instructor

Department: Adult Education

Supervisor: Director of Adult Education

Personnel Classification: Non-Certified Instructional Personnel

Job Summary: Responsible for the instruction, operation, and management of Gordon Cooper Technology Center’s Flex Track Health Programs related to Certified Nurses Aide, Home Health Deeming, and other short-term health related courses offered through GCTC’s Adult Education programming.

Essential Processes:
1. Assist in defining short and long-range educational needs related to entry level health professions.

2. Uphold the policies and procedures of the Board of Education.

3. Prepare and submit reports related to student enrollment, retention, completion, and placement.

4. Maintain accurate student records and meet all reporting deadlines as required by the Oklahoma State Department of Health.

5. Maintain constructive relationships with students enrolled in the program and keep up-to-date on resources to help them achieve their respective career goals.

6. Attend and assist with industry related advisory committee meetings.

7. Attend staff meetings and other professional development trainings as needed.

8. Maintain follow-up records on former students, and submit required information to Oklahoma Department of Career and Technology Education and local administrations as required.

9. Responsible for proper maintenance and inventory of equipment used in classroom.

10. Develop and maintain curriculum and instructional materials utilizing input from representation of business and industrial groups.
11. Develop an occupational/course matrix that illustrates what courses a student would need to take based upon the occupation the student was studying and develop relationships with other educational entities to help students on their career ladder.

12. Perform additional duties as directed by the Superintendent, Assistant Superintendent, Director of Adult Programs and Health Coordinator.

Education: Associate’s Degree and current LPN licensure required. Bachelor’s degree with current RN licensure preferred.

Certification: Current licensure as Licensed Practical Nurse certification required. Current licensure as Registered Nurse preferred.

Initiative: Must be able to meet people, establish a quick rapport, and develop individualized student goals.

Experience: Minimum two years’ teaching experience or comparable training experience required. Experience with adult students preferred. Minimum three years’ experience in related clinical environment required. Experience working in the nursing home or home health setting preferred.

Physical Requirements: Strength – Light walking and sitting required. Some lifting and carrying required up to 35 pounds. Other physical demands – talking, hearing.

Mental Requirements:
♦ Must be able to maintain calm, logical behavior under pressure and in stressful situations.
♦ Must be able to effectively deal with students and differing personality types.
♦ Must be able to work with people to accomplish organizational goals.

Working Conditions: Indoor

Equipment used:
- Personal Computer
- Printers
- Copier
- Telephone system
- Various Health related equipment and training materials.

Hours: Primarily 8:00 a.m. – 5:00 p.m. Flexible hours outside the aforementioned hours will be required to successfully perform job.