

MEDICAL CAREERS INSTRUCTOR



Department:	Teaching and Learning
Reports To:	Director of Teaching and Learning
Group/FLSA Status:	Certified Staff (CSA) / Exempt
Revised:	4/12/2018

SUMMARY: *(Brief description summarizing the overall purpose and objectives of the position.)*

The Medical Careers Instructor will provide students the opportunity to explore a wide variety of careers in an assortment of medical/healthcare settings. Instructor will have students participate in in-depth study and exposure to medical/health science careers, career planning, employability skills, basic terminology, ethics, wellness, disease and safety.

ESSENTIAL FUNCTIONS: *(Typical tasks but not all inclusive – major duties of the position.)*

- Provide rigorous and engaging instruction using a hands-on curriculum in the content area and general work-place readiness;
- Develop curriculum activities for students with support from an advisory board;
- Teach the course using a hybrid approach (center-based instruction, on-line, and community based);
- Integrate soft-skill instruction into competency-based content area activities;
- Establish working relationships with medical and healthcare businesses and agencies from the communities in which students will be served;
- Support students in industry exploration activities, professional organizations and postsecondary initiatives;
- Show evidence of hands-on learning (e.g., competitions, capstone events, etc.);
- Evaluate student learning using multiple methods;
- Attend all relevant professional development in order to provide the best educational experience possible for students;
- Provides good public relations and customer service with member districts, staff, parents and the general public;
- Follows all policies and regulations;
- Regular and prompt attendance is essential;
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES: *(Minimum competencies for job performance.)*

- Passion for working with high school age students;
- Creativity skills to deliver the course so it is highly engaging for students;
- Possess curriculum development skills;
- Ability to deliver the course using on-line technology;
- Ability to establish relationships with medical and healthcare organizations in southwest Minnesota;
- Experience working in a medical or healthcare setting;
- Ability to communicate effectively, both verbal and written;
- Have excellent planning skills and organization;
- Computer literacy and familiarity with Microsoft Office Suite;
- Team and detail oriented.

EDUCATION AND EXPERIENCE: *(Minimum level of education and experience required.)*

- Bachelor's Degree.

LICENSES, CERTIFICATES, AND REGISTRATIONS: *(Minimum required to perform the job.)*

- Minnesota Teaching License from Department of Education with Medical Careers licensure;
- Valid Driver's License.

SUPERVISION: *(Level of supervision received and supervision exercised/size of group supervised.)*

- Work is performed under limited supervision of the Director of Teaching and Learning;
- No supervisory responsibilities.

WORKING CONDITIONS: *(Physical/sensory requirements and environmental conditions.)*

- Business travel is required;
- This is sedentary to light work requiring the exertion of up to 25 pounds of force occasionally, and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body, and a negligible amount of force constantly to move objects; work requires stooping, reaching, standing, walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information through normal spoken word; visual acuity is required for preparing and analyzing written or computer data, inspections involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions and may be exposed to blood borne pathogens.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned. The physical demands and work environment describe here are representative of those that must be met or will be encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not constitute an employment agreement between the SWWC and employee and is subject to change by the SWWC as the needs and requirements of the position change.