

Job Title	Instructor - Central Sterile Supply Processing
Department	Allied Health Sciences and Nursing
Reports To	Dean, Allied Health Sciences and Nursing

Employment Terms

Adjunct

Education	A minimum of a diploma in Surgical Technology or Nursing.
Professional	Certified as a Central Sterile Processing Technician (preferred), Registered Nurse with a current Georgia license or Certified Surgical Technologist
Experience	At least three years of full-time paid work experience within the past seven years in Central Sterile Supply or the operating room. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach.
Desirable Knowledge, Skills, and Abilities	<ul style="list-style-type: none"> ✓ Understanding of the mission and philosophy of technical education. ✓ Effective communication skills. ✓ Knowledgeable about methods of students' evaluation. ✓ Competent computer skills and ability to use common software programs (e.g. Microsoft Word, Excel, PowerPoint). ✓ The ability to implement technology into instruction. ✓ The ability to convey to students proper assessment of clients' needs.

Instructional Responsibilities

<ol style="list-style-type: none"> 1. Instructs courses based on schedule needs. 2. Distributes a course syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule/calendar, a list of the competencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures. 3. Maintains current lesson plans for assigned courses. 4. Establishes an environment conducive to learning in the classroom and laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable. 5. Prepares for classes by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction. 6. Follows course content, which is current, well organized, and related to course learning outcomes and to student's previous learning.

7. Demonstrates knowledge of instructional and student services policies and procedures as described in the adjunct orientation manual.
8. Submits/updates all paperwork and required reports on time including seven day, sixty percent, and final grade rosters.
9. Maintains credentials, licensure, and certifications required for teaching and for the profession.
10. Demonstrates effective written and oral communication skills.
11. Maintains control of class during instruction.
12. Demonstrates respect for students as individuals.
13. Returns test results and other assignments to students in a timely manner.
14. Follows program procedure for course remediation.
15. Maintains open communication with the course coordinator and academic dean.
16. Communicates student issues to the course coordinator and academic dean in a timely manner.
17. Demonstrates accessibility in dealing with students' needs both individually and as a group.
18. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations.
19. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
20. Enters final course grades into SmartWeb.
21. Performs other related duties accompanying the position.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required. (Conducted through Augusta Technical College)

CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Hourly

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