

<b>Job Title</b>	<b>SURGICAL TECHNOLOGY CLINICAL COORDINATOR AND INSTRUCTOR</b>
<b>Department</b>	ALLIED HEALTH SCIENCES AND NURSING
<b>Reports To</b>	DEAN, ALLIED HEALTH SCIENCES AND NURSING

**EMPLOYMENT TERMS:**

<i>Full Time- Salaried</i>
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**QUALIFICATIONS:**

<b>Education</b>	A minimum of an associate degree in Surgical Technology or a related field.
<b>Professional</b>	Credentialed in the field of surgical technology through a national certification by the National Commission on Certifying Agencies (NCCA).
<b>Experience</b>	A minimum of three years of paid experience, either in the operating room scrub role or as a surgical technology instructor, or a combination of both, within the past five years.
<b>Desirable Skills</b>	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.

**PRIMARY DUTIES:**

<p><b>Clinical Coordinator Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Serves as the primary liaison between the Surgical Technology and Central Sterile Supply Processing Technical Programs and clinical sites.</li> <li>2. Coordinates clinical placements for the students.</li> <li>3. Secures clinical agreements for sites that are consistent with the program mission, goals, and student learning outcomes.</li> <li>4. Develops and maintains documentation on clinical sites.</li> <li>5. Monitors the status of clinical agreements and placements, and communicates information to program director.</li> </ol> <p><b>Instructional Responsibilities</b></p> <ol style="list-style-type: none"> <li>1. Teaches courses in the Surgical Technology and Central Sterile Supply Processing Technician Program based on schedule needs and content expertise.</li> <li>2. Develops and updates instructor guidebooks for each assigned course, which contain course outlines, lessons plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.</li> <li>3. Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.</li> <li>4. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.</li> <li>5. Prepares for class 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.</li> </ol>
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6. Maintains course content, which is current, well organized, and related to course objectives and the student's previous learning.
7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
8. Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional associations on the local and state levels.
9. Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
10. Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; update in technology; and/or professional needs.
11. Completes all staff development plan requirements each year and enters staff development activity reports into Compliance Assist promptly.
12. Maintains credentials, licensure, and certifications required for teaching and for the profession.
13. Engages in clinical practice activities on an ongoing basis.
14. Demonstrates effective written and oral communication skills.
15. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
16. Demonstrates respect for students as individuals.
17. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
18. Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
19. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
20. Accesses student information from school wide student data systems for advisement and registration purposes.
21. Demonstrates effectiveness in instruction as evidenced by analysis of student performance on written and performance assessments and corrective actions taken to improve instructional delivery and student learning outcomes.
22. Maintains a copy of up-to-date program and course standards to use as reference in curriculum development and revision.
23. Mentors new faculty members.
24. Assists Department Chair with the planning of advisory committee meetings and attends at least two meets annually.
25. Provides input to the Department Chair concerning the annual operations budget, institutional effectiveness plan, and the Performance Accountability Report.
26. Serves on internal committees and participates in College initiatives.
27. Provides input into College governance through the division's Faculty Advisory (FAC) representatives.
28. Engages in activities that are of value to the community and responsive to the College mission, values, and goals.
29. Performs other duties as assigned by the Program Director and Dean of Allied Health Sciences and Nursing.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications are reviewed upon receiving all official transcripts. **Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [rouse@augustatech.edu](mailto:rouse@augustatech.edu).**

**PRE-EMPLOYMENT SCREENING**

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

**CONTACT**

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

**SALARY**

*Commensurate with education and work experience.*

A Unit of the Technical College System of Georgia  
Equal Opportunity Institution