**POSITION ANNOUNCEMENT**

**POSITION: ALHS/CNA Instructor (Marietta Campus)**

**POSITION DESCRIPTION:** Under supervision of the Associate Dean of Nursing-CNA/PCT, this position is responsible for performing all aspects of instruction for courses within Allied Health Sciences, including Structure and Function, Medical Terminology, Diet and Nutrition for Health Care, Pharmacology for Health Care, Health Care Communication, Certified Nursing Assistant, and Patient Care Technician.

**MAJOR DUTIES:**

**COURSE DEVELOPMENT**

* Demonstrates knowledge of curricula and subject matter for each course assigned.
* Selects and obtains appropriate educational materials for courses.
* Develops course outlines, goals, and objectives, follows established curricula to develop lesson plans, syllabi, goals, and objectives. Writes lesson plans that meet the needs of a variety of learning styles, such as auditory, visual, and kinesthetic.
* Evaluates students’ progress in attaining goals and objectives by establishing criteria and tests in order to measure each student’s progress.

**COURSE DELIVERY**

* Ensures adherence to the college’s requirements in classrooms and labs including online following established procedures.
* Follows lesson plans using appropriate techniques and aids, considering the diverse student audience within each class.
* Correctly assesses the educational needs and class progress of the students, making changes as necessary.
* Delivers effective instruction, as evidenced by student retention and passing grades.
* Ensures consistency in syllabi, lesson plans, tests, and other appropriate course materials.
* Maintains knowledge of computer technology and its application to the field of study. Maintain knowledge of software used for ALHS courses, such as Blackboard.

**COURSE EVALUATION**

* Prepares reports on students’ performance indicating alignment with goals and objectives; and submitting reports to Associate Dean of Nursing-CNA/PCT.
* Communicates progress to student and discusses appropriate changes to improve performance as needed. Accurately records pertinent information in student’s record as required.
* Reports concerns with course materials to Associate Dean of Nursing-CNA/PCT with recommendations for change to improve delivery of the information to the students.

**OTHER COURSE DUTIES**

* Ensures safety and security requirements are met in the classroom and lab
* Requests and maintains supplies and equipment; promptly notifies the Associate Dean of Nursing-CNA/PCT of defective equipment.
* Performs and maintains classroom and lab inventory according to established policy and procedure, which includes securing and locking cabinets and doors.
* For specific programs such as Certified Nursing Assistant (CNA) and Patient Care Technician (PCT), prepares and maintains all required documentation as required by the accreditation policies and state guidelines.
* Ensures records for CNA and PCT are secured in locked file cabinets and rooms with door locks.
* Maintains confidentiality of student information.

**LEADERSHIP**

* Maintains knowledge of current trends and developments in the field of health sciences and new paradigm of classroom management by attending Staff Development training, workshops, and seminars.
* Arranges Staff Development sessions to share new knowledge with colleagues.
* Demonstrates leadership qualities such as commitment to education, trustworthiness, responsible behavior, eagerness to learn, seeks out and accepts responsibility beyond class duties, invoke an optimistic approach to challenges, and exhibits positive work ethics.
* Expands knowledge of the meaning of leadership and leadership styles by attending seminars and workshops when available.
* Participates in standing or ad hoc committee meetings relating to curriculum development and school functions.
* Makes recommendations of students for GOAL, scholarships, and the Student Leadership Academy.
* Serves as mentor for adjunct faculty within the School of Nursing.
* Student Advisement
* Establishes at least six hours per week of office hours for student consultation and advisement.
* Refers students that need further pathway advisement to the health science advisors.
* Refers students having difficulty coping with classes and/or school/family issues to Health Science Counselor.

**STUDENT RECRUITMENT**

* Becomes familiar with all of the school’s programs.
* Actively recruits students by explaining programs during community engagements; carries business cards and uses as recruitment tool.
* Participates in events that are connected with Dual Enrollment, and other High School recruitment such as Dual Achievement.
* Arranges and participates in Service Learning opportunities with current students.

**OTHER DUTIES**

* Community outreach by joining advisory committees for health science programs such as high schools, nursing homes, and assisted living facilities.
* Participates in graduation ceremony.
* Performs other related duties as assigned by the Associate Dean of Nursing-CNA/PCT.

**MINIMUM QUALIFICATIONS:**

* Must be an RN with a current valid Georgia license. BSN preferred.
* Educational Level: Associate in Nursing
* At least two years working in an appropriate field of health care.

**SALARY/BENEFITS:** $60,550 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**TELEWORK:** isworking from home or another location and is an alternative method of meeting the needs of the department. The guidelines for teleworking are set forth by Chattahoochee Technical College Administration with approval by the Associate Dean of Nursing-CNA/PCT.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: March 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or SDWarrington@ChattahoocheeTech.edu, and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu.

***A Unit of the Technical College System of Georgia***