

Health Occupations Instructor Job Description

The Health Sciences Instructor is directly responsible to the Coordinator of CE-Allied Health and the Director of the CNA program (if applicable). **This is a security-sensitive position and is subject to a criminal history record. (Texas Government Code 411.094 & Texas Education Code 51.215)**

Specific duties include:

1. Presenting prepared materials, supervising organized laboratory or shop activities, recording student progress, and assuring the presence of adequate supplies and equipment to conduct learning experiences in a safe and effective manner.
2. Organizing and presenting instructional material at scheduled times and places in accordance with the College catalog descriptions, course syllabi and outlines, and class schedules.
3. To coordinate with administrators and other faculty at the high schools and to meet all scheduling and grading requirements of teachers in the system.
4. To work with Tech Prep and VC representatives to encourage the transition of high school students into the LVN program.
5. Preparing a syllabus containing specific learner outcomes for each course taught and updating them on an annual basis through evaluation of outcomes, and input from students, advisory committees, professional associations, and other external sources.
6. Maintaining records of attendance, student progress, supplies, equipment, coop students, and grade distributions.
7. Maintaining records of student retention rates, student job placement rates, student graduation rates, and student transfer rates for program/discipline majors.
8. Maintaining discipline and order during instructional activities.
9. Participating in staff development activities, conferences, workshops, etc. which focus on his/her subject matter, professional growth, and the improvement of instruction.
10. Participating in normal program/discipline administrative and maintenance activities.

11. Communicating through appropriate channels (Coordinator of CE-Allied Health, Director of Continuing Education, Dean of Instructional Services, and the President) in relating dissatisfaction or making positive suggestions.

12. Assisting with division/program recruiting efforts.

13. Assisting with the student advisement program.

14. Participating in graduation, honors day, and special campus events.

15. Performing special instructional tasks as assigned.

16. Along with these duties and responsibilities, the instructor has the authority to do the following (non-evaluation items): (follow guidelines of high school teaching at on discipline system)

A. Suspend a student for one class period for disruptive behavior.

B. Evaluate the progress and performance of the student and assign grades.

C. Enforce the College's policies and procedures and the safety regulations of the discipline/program.

E. Recommend a student for counseling.

F. Initiate requisitions and work order requests.

G. Suspend unsafe operations.

17. Assume other responsibilities as assigned by the appropriate instructional administrator and the College President.