



## Job Description

**JOB TITLE:** Allied Health Instructor

**LAST REVISED:** MARCH 2020

### **PURPOSE**

Under minimum administrative direction of an educational administrator, this position collaborates as a team member with the nursing and allied health faculty in the ongoing development, implementation, and evaluation of the District's allied health educational programs, instructs allied health courses, and performs related work, as required.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Allied Health Instructor must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

### **JOB CHARACTERISTICS**

Incumbent must be qualified in accordance with the California Department of Public Health and California Department of Health Services (DHS) requirements to instruct in allied health.

### **EXAMPLES OF FUNCTIONS AND TASKS**

**Program Development - ESSENTIAL:** Participate in ongoing faculty meetings to plan, evaluate and develop all aspects of the allied health programs including the philosophy, theoretical curriculum framework, program and level objectives, curriculum, policies, documents, forms and the total program evaluation plan as required by State regulating agencies, while ensuring that the program exhibits an equity-minded framework; participate in preparing written curriculum revision proposals, self-studies and other reports for State regulating agencies, the District Curriculum Committee and/or other shared governance bodies as necessary; participate, either as course coordinator or as a course team member in ongoing faculty meetings to plan and develop assigned courses and course materials that are consistent with the philosophy and curriculum framework, are based upon program and level objectives (including course content, theory objectives, course methods, media, textbooks, assignments, examinations, syllabi, clinical objectives, correlated clinical experiences and clinical evaluation tools) and are culturally-responsive/student-centered; review, select and order course textbooks and class media (that are culturally-inclusive to the populations being reached), supplies and equipment; assist in regularly updating the allied health literature in the District Learning Resource Center and the department reference library; assist in evaluating and establishing new clinical facilities to use for student learning experiences and participate in regional planning meetings to coordinate clinical experiences with other colleges.

**Program Implementation - ESSENTIAL:** Assume shared responsibility and accountability for implementing the planned instructional program (including conducting theory classes in areas of content expertise; supervising students in clinical areas of expertise; providing students with timely constructive feedback and advice regarding their theory and clinical performance; evaluating student theory and clinical performance according to established policies and procedures; meeting with clinical agency representatives to implement and evaluate specific clinical experiences; assisting in orienting, supervising and evaluating part-time allied health faculty; orienting new full-time faculty; and preparing and maintaining program and student records including attendance, anecdotal notes, evaluations, needs improvement and educational agreement forms and grades.).

**Ancillary Student Services - ESSENTIAL:** Maintain regularly scheduled office hours; serve as a professional role model for students; advise students concerning job and educational opportunities; participate in graduation



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and other student award ceremonies; assume responsibility for ensuring student participation in all aspects of curriculum and policy development and evaluation. **PERIPHERAL:** Write letters of recommendation upon student requests as warranted.

**Related Professional Responsibilities - ESSENTIAL:** Maintain currency in areas of content and clinical expertise and keep abreast of current trends and issues in allied health and allied health education; adhere to established program policies in performing all responsibilities; promote departmental cohesion and maintain positive professional relationships with peers, other faculty, staff, students, clinical agency personnel and the general public; attend and/or participate in a variety of local professional allied health and allied health education meetings, conferences and workshops; participate in departmental, shared governance and staff development activities as appropriate and feasible; respond in writing to requests for information (e.g., employment process questionnaires, Unit Planning Guides, Environmental Impact Reports, etc.). **PERIPHERAL:** Represent department by serving on District committees; serve on employee selection committees as requested; attend Board of Trustees and/or College Council meetings as necessary; read and respond to information polls distributed by the Faculty Senate.

### MINIMUM QUALIFICATIONS

#### Degrees/Experience\*:

**ESSENTIAL:** Incumbent must possess a Bachelor's degree or higher from an accredited college or university. Additionally, the incumbent must possess a minimum of two (2) years experience in the allied health field, **AND** must have completed at least one (1) year's experience teaching courses related to Allied Health.

#### Licenses:

**ESSENTIAL:** Incumbent must possess a valid California Class C or higher Driver's License in order to accomplish travel among District sites and other locations.

#### Knowledge of:

**ESSENTIAL:** Fundamentals of allied health, to include medical assisting and/or phlebotomy; teaching principles and methods and their impact on the learning process; curriculum development; allied health education trends and issues; supervisory techniques; professional standards of conduct and ethics in the allied health profession; laboratory equipment operation, uses, and precautions; culturally-responsive pedagogy/andragogy; methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups; various techniques for assessing student learning; and basic computer operation, including software packages/applications for word processing. **PERIPHERAL:** Software packages/applications for spreadsheets and/or database management and/or desktop publishing.

#### Ability to:

**ESSENTIAL:** Provide interactive lectures and instruct students in the classroom **AND** practice laboratory **AND** clinical settings; exercise skill in allied health and the practice of medical assisting; supervise students in the clinical setting; contribute to curriculum development to include culturally-responsive curriculum; form and maintain positive, supportive relationships with students to facilitate learning; maintain accurate student records; work cooperatively with peers, other faculty, staff, and students; teach in allied health programs; work some evenings and/or weekends, as required; write course objectives, outlines, and lesson plans that are culturally-inclusive to the populations being reached; prepare course syllabi; communicate effectively orally and in writing; follow oral and written instructions; function as a team member; maintain positive relationships with external clinical agencies; maintain professional standards of conduct and ethics; function as a professional role model; participate in student, faculty, shared governance, and professional activities; exercise appropriate safety precautions in practice laboratory and clinical settings; operate computers to utilize software



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packages/applications for word processing; recognize variation in student socioeconomic backgrounds, abilities, and learning styles; apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents; to interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills; exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. **PERIPHERAL:** Operate computers to utilize software packages/applications for spreadsheets and/or database management and/or desktop publishing and to access host computer network utilities to send and receive electronic mail.

### **Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to work in office, laboratory, and clinical work environments engaged in work of primarily a moderately active nature, and to meet the following physical suitability requirements, with or without reasonable accommodation:

Almost Constantly: walking, standing, and bending in performance of duties; operate machinery (stationary and/or mobile); utilize manual and finger dexterity to utilize computers and classroom equipment, make beds, dispense medications, remove sutures and dressings, and for other aspects of patient care; utilize vision (near and far) to read written materials, computer screens, analog and digital gauges and meters associated with medical equipment, and patient monitors, observations required for patient assessment, patient records, medication and other orders; utilize hearing for ordinary conversation and for hearing other sounds, such as equipment sound prompts, patient breathing, etc.

Frequent: lifting (max. 75 lbs. from floor and waist levels), pushing, pulling and carrying (both in clinical laboratory sessions and hospital practicums) to utilize and move equipment and materials and for routine patient care.

Environmental Hazards/Precautions: Incumbent is required to frequently wear protective clothing/equipment to protect skin, arms, hands, fingers, face, eyes, and overall body, and must work in environments subject to almost constant exposure to hazards from risk of contagion with infectious diseases, and occasional exposure to hazards from needle sticks, radiation from X-ray and other medical equipment, and caustic chemicals used in chemotherapy and other medical treatments.

**Faculty Salary Schedule, Subject to Placement at Date of Hire.**

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification 1, Bloodborne Pathogens Exposure Control Program.**