

# Employment Opportunity

## CUYAHOGA VALLEY CAREER CENTER

8001 Brecksville Road, Brecksville, OH 44141

[www.cvccworks.edu](http://www.cvccworks.edu)

### **POSITION: Part-Time Adult Education Evening Instructor – Phlebotomy Program**

Medical professional needed to teach specialized course work in evening Phlebotomy program up to 9 hours per week. Classes include lecture and lab in the areas of hemodynamics, urodynamic, anatomy, medical terminology and phlebotomy.

### **MINIMUM REQUIREMENTS, KNOWLEDGE AND BACKGROUND:**

1. A minimum of a professional certification/credential as Phlebotomy Technician or Associate's degree, Bachelor's degree in a medical-related field (LPN, RN, BSN, CMA, RMA, AAS-EMS).
2. 3 years clinical experience.
3. Previous teaching experience in a postsecondary and/or related vocational or technical experience preferred.
4. The position requires basic computer skills and comfort with web based curriculum and resources.
5. Exemplary communication skills. Ability to interact with staff and students in a courteous, tactful and concise manner is essential.
6. Candidates must be available evening class times.

### **DUTIES AND RESPONSIBILITIES:**

1. Provides related instruction and supervises student training in Phlebotomy Technician programs.
2. Prepares class syllabus, outline and daily lesson plans as required. Provides course syllabus and outline to students on the first day of class. Maintains and ensures consistency between the course catalog and the daily lesson plans. Submit syllabus for each course in approved format to Adult Education Coordinator a minimum of 2 weeks prior to term start date.
3. Prepares and administers examinations, student projects, and other teaching aids needed to fulfill objectives of program. Sets up classroom, lab, equipment, projects, assignments, etc. in preparation for each new phase or class start.
4. Incorporate, as pedagogically appropriate, current technology in classroom.
5. Maintains accurate records of attendance, grades, progress of students, and reports the same in a timely manner to Adult Education.
6. Maintains clean, effective, and professional learning environment. Assist Adult Education Coordinator with ordering of supplies as necessary.
7. Attends all scheduled in-service activities, meetings, and completes all scheduled/assigned activities in support of individual faculty development plan.
8. Communicates budget needs to Adult Education Coordinator on a timely basis.
9. Tutors and conducts conferences with students as necessary.
10. Maintains a positive learning environment and enforces school policies and regulations.
11. Assists with curriculum development and information gathering and makes textbooks, supplies and equipment recommendations.
12. Fosters positive relationships with clinical sites, healthcare facility partners and advisory board members.
13. Completes administrative duties and other projects as assigned.
14. Provide a positive role model for students, especially in the areas of advocacy, respect for self and others, collegiality, ethical behavior, and strong work ethic (including responsibility, dependability, and accountability).

### **APPLICATION:**

Apply online on the CVCC website at:

<http://www.cvccworks.edu/EmploymentInformation.aspx>

*Cuyahoga Valley Career Center is an Equal Opportunity Employer*