

Elkhart Community Schools

Position Description

Position Title:	Health Occupations Instructor- – Elkhart Area Career Center
Qualifications:	<i>Required:</i> Bachelor's degree or higher from a regionally accredited institution with a minimum of 2 years directly related work experience; or holds or the ability to obtain a Workplace Specialist License granted by the Indiana Department of Education in Health Occupations: Health Careers. <i>Preferred:</i> Bachelor's degree or higher and holds certification or licensure in a health care discipline providing care or service directly to patients. Licensure is limited to the following: RN, EKG Technician, Respiratory Care Practitioner, Board Certified Exercise Physiologist or Paramedic.
Department:	Health Occupations
Reports to:	EACC Principal of Career and Technical Education
Prepared by:	Brandon Eakins
Approved by:	W. Douglas Thorne
Date: 05/31/2019	

SUMMARY: The primary goal of the health occupations instructor is to provide health occupations instruction to career and technical education students.

ESSENTIAL DUTIES AND RESPONSIBILITIES *(Other duties may be assigned):*

1. Instruct secondary students in various procedures and technical skills required for a career in the health care field.
2. Administer and coordinate clinical experience rotations.
3. Work closely with advisory committee members and community leaders in the health care field.
4. Advise students and participate in the Skills USA student organization.
5. Utilize and maintain computerized reporting system (grading/attendance).
6. Monitor student progress on a regular basis and provide data for home school personnel.
7. Initiate on-going communications on student progress with home school academic instructors, counselors, and parents.
8. Work with EACC communications and math instructors to develop integrated delivery to students.
9. Demonstrate the ability to work with students, staff, administrators and members of the community.
10. Perform other appropriate duties and responsibilities as assigned by the school administration.

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Supervisory Responsibilities: Supervise pupils and/or specific work assignments as determined by the Building Principal or designee. All services are performed under the direct supervision of professional individuals.

Education and/or Experience: *Required:* Bachelor's degree or higher from a regionally accredited institution with a minimum of 2 years directly related work experience; or holds or the ability to obtain a Workplace Specialist License granted by the Indiana Department of Education in Health Occupations: Health Careers. *Preferred:* Bachelor's degree or higher and holds certification or licensure in a health care discipline providing care or service directly to patients. Licensure is limited to the following: RN, EKG Technician, Respiratory Care Practitioner, Board Certified Exercise Physiologist or Paramedic.

Other Skills and Abilities: Experience working with computers is necessary. Windows training/experience is preferred. Ability to establish and maintain effective working relationships with students, staff and the community. Ability to perform duties with awareness of all district requirements and Board of Education policies.

Language Skills: Ability to read and interpret documents such as computer software manuals and procedure manuals. Ability to write procedures for employees and communications to employees.

Mathematical Skills: Ability to add, subtract, multiply and divide all units of measure, using whole numbers and decimals. Ability to compute rate, ration, and percent.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and talk or hear. The employee is occasionally required to reach with hands and arms and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust focus.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is acceptable to this particular environment. However, the noise level can vary depending upon daily activity, but will still remain within the acceptable noise level range.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.