

Job Description

Moore Norman Technology Center

Job Title: Non-Certified Instructor, Surgical Technology
Health Career Education

Mission, Vision, and Core Values: Commits to fully support Moore Norman's mission, vision, core values, and culture:

Mission

Preparing for success, changing lives, building better tomorrows.

Vision

Moore Norman Technology Center is recognized as the first choice for workforce development and training, committed to providing an outstanding educational experience for every student and client.

Core Values

Accountability; Data-Driven; Valuing People; Continual Improvement; Collaboration.

Culture

The Moore Norman Way – *staying above the line*

Job Objective: Performs responsible instructional level duties under limited supervision to teach the classes/labs assigned leading to placement of students on jobs; prepares task analysis; advises students; grades reports, tests, and progress; and advises the supervisor concerning textbooks, special equipment, supplies, or other needs. Attends meetings and participates in overall quality of program and school. An incumbent in this position will utilize discretion, ingenuity, and independent judgment due to the complexity of the job.

QUALIFICATIONS

Education: Associates degree preferred; H.S. diploma acceptable with requirement to achieve an associates degree.

Credentials: Certified Surgical Technologist
Must qualify for appropriate certification and/or licensure to teach in specific teaching position
Valid Oklahoma driver's license and acceptable driving record.
Additional certifications may be required for special program area

Special Knowledge, Skill or Ability

- Leadership ability
- Lecture and demonstrative skills
- Reasoning ability
- Ability to instruct
- Ability to evaluate
- Ability to observe, recognize, and interpret
- Excellent oral and written communication skills
- Satisfactory personal conduct and integrity
- Ability to work well with others
- Reliable, dependable, and punctual attendance

Experience: Minimum total of three years successful experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five years.

Reports to: Program Director

Contact with Others: An incumbent in this position has regular contact by telephone, email, or in person with the public, and other employees, for the efficient exchange of information. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

Essential Duties and Responsibilities

- 1) Strengthens relationships by developing students and clients and staff, partnering with businesses and schools, and collaborating with community leaders through participating in school or community activities.
- 2) Focuses on being a leader within the organization through personal accountability, active problem solving and positive forward thinking.
- 3) Focuses on continual improvement to assure quality products and excellent services to our customers and stakeholders.
- 4) Instructs classes/labs within area of specialty according to acceptable standards. Studies material and prepares for classes with necessary curriculum.
- 5) Maintains proper discipline in class and at school sponsored activities to further educational goals. Reports disciplinary infractions to proper sources.
- 6) Makes regular industry visits to develop network for skill upgrade, advisory committee development and student job placement.
- 7) Records attendance and advises students of attendance requirements.
- 8) Upholds the policies and procedures of the Board of Education and supports the organizational management philosophy of Moore Norman Technology Center. Works cooperatively and in harmony with co-workers and other MNTC employees.
- 9) Administers written and practical tests and provides feedback to students relative to grades and other career or academic counseling/advisement.
- 10) Maintains up-to-date task analysis/syllabus and curriculum for courses to be taught.
- 11) Makes time available for student counseling and advisement. Maintains knowledge of requirements for graduation and assists students in career planning.
- 12) Develops and updates curriculum and test materials; makes recommendations concerning textbooks, learning resources and other material; reviews and recommends other supplies and equipment for instructional programs. Maintains proper records and accountability of supplies and equipment entrusted to care.
- 13) Demonstrates dedication to working with students in an objective and fair manner regardless of handicap, race, gender, national origin, age, or socio-economic background, refraining absolutely and entirely from sexual harassment and exploitation; follows the standards of conduct and performance as adopted by the State Board of Education.
- 14) Attends faculty meetings; department/in-service meetings; may serve on various committees to provide constructive input to resolve problems. Attends state divisional professional improvement meetings as designated by Oklahoma Department of Career Education.
- 15) Attends various extracurricular activities within program area, graduation exercise, etc., as required.
- 16) Maintains expertise/competence in area of specialty by attending conferences/seminars and/or schools as required. Reads and keeps current on the latest technology and requirements in the area of specialty. Contributes to the growth of the profession.
- 17) Assists with recruiting students; providing items of interest to the Marketing Communications office.
- 18) Maintains an appropriate advisory committee and develops and maintain professional contacts within the field of specialty leading to the employment of students.
- 19) Makes on-site industry visits; monitors and/or supervises students on internships, clinicals, and OJT assignments.
- 20) Acts as sponsor for the program's student organization.
- 21) Must be able to use Microsoft word and internet at a basic level of proficiency
- 22) Participates in the planning of the annual budget for their department.
- 23) Performs other professional duties related to the instructional program.

Supervision Exercised: May supervise instructional assistant, student teacher, etc.

Physical/Mental Requirements and Working Conditions

Must be able to communicate on the telephone and in person

Must be able to use or demonstrate use of computers, office/lab machines, equipment, and instruments, and drive a vehicle.

May for some labs have to handle dangerous chemicals

May perform preventative maintenance on instructional equipment

May be required to assist with field trips and some driving

Some minor lifting may be required of the position.

This is not an exhaustive list and reasonable accommodations will be made as needed

Environment/ Working Conditions: Office, lab, virtually, and classroom setting.

Equipment Knowledge: Computer, and various software packages, fax, photocopier, industry/class specific equipment, and audio-visual equipment.

Terms of Employment: Per Board Policy

Duration of Contract: 10-Month/195 Days

FLSA Classification: Exempt

Evaluation: Performance of this job will be evaluated in accordance with Board Policy.

Approved: I have read the job description for which I have been hired, and agree to the responsibilities listed above.

Employee

Date

Supervisor

Date