

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description ALH 01**

NAME: \_\_\_\_\_ JOB TITLE: Allied Health Instructor, Miami Co.

DIVISION/DEPARTMENT: Nursing/Allied Health

RESPONSIBLE TO: Director of Nursing/Allied Health

MONTHS PER YEAR: 9

HOURS PER WEEK: 32-40

UPDATE: 09-2016

**CREDENTIALS/EDUCATION:**

Bachelor's Degree in Nursing preferred.  
Licensed Professional Registered Nurse in State of Kansas  
Kansas State approved to teach CNA and CMA classes required  
Kansas State approved to teach Home Health Aide classes preferred  
Successful experience in teaching preferred

**JOB PURPOSE**

Teach Allied Health courses at the Miami County Campus of FSCC using classroom, clinical, lab, online, and IDL technologies as appropriate.

**MAJOR DUTIES AND RESPONSIBILITIES**

Organize course content and present ALH Courses scheduled through the Miami County Campus.

Provide and/or supervise clinical laboratory instruction. Set up lab demonstrations as needed.

Coordinate and provide clinical instruction and clinical sites as needed to meet student/course needs.

Develop course schedules to maximize effectiveness and enrollments.

Routine visits to participating high schools for interaction with students and school counselors.

Market the ALH program to potential participants and local agencies.

Provide Advisory Board Meetings bi-annually for ALH at MCC.

Setup and maintain drug demonstration cabinet and medication resources for CMA courses.

Maintain Allied Health Lab supplies, equipment, videos, and lab environments and maintain inventory lists for equipment, supplies, and videos in cooperation with Nursing Lab Coordinator at Burke Street Campus.

Provide input to Director for equipment, supplies, & audio-visual holdings needed for courses.

Submit recommendations related to budget and purchases.

Participate in department meetings if schedule permits.

Serve as a member on committees of the college and cooperating agencies.  
Develop effective working relationships with other staff.

Provide Director and Administrative Assistant with course documents and schedules as required by KDADS/HOC.

Attend in-services, conferences, and workshops related to curriculum development and training in instruction.

Reviewed by Supervisor: Bill Rhoads, RN  
Signature

9/9/2016  
Date

All job descriptions are subject to revision based on changing needs of the college.