



## Vacancy Announcement

### Workforce Surgical Nurse/Tech Adjunct Instructor

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Winn) in central Louisiana and has five sites: 1) Alexandria, 2) Cottonport, 3) Winnfield, 4) Jena and 5) Ferriday. Position domiciled at Main Campus in Alexandria.

#### **SUMMARY:**

Position reports to the Workforce Business Developer for Healthcare. This position consists of faculty and clinical coordinator tasks and responsibilities. Teach or instruct vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated high school or earned a GED. The primary role of each instructor at Central Louisiana Technical Community College is to teach in discipline areas in which the instructor has specific training and competence. As such, the instructor is expected to plan, organize, and teach in a manner that encourages collaborative teamwork and ethical values aligning with the school's mission, vision and institutional values. Demonstrates and teaches patient care in classroom and clinical units to students. Familiar with a variety of the field's concepts, practices, and procedures. Relies on experience and judgment to plan and accomplish goals. Performs a variety of tasks. May lead and direct the work of others. A certain degree of creativity and latitude is expected.

#### **Duties and Responsibilities:**

- Responsible for directing, evaluating, and reporting student progress toward course objectives and for the periodic review and updating of course materials.
- Cooperates with other agencies to promote technical and community college education.
- Adheres to all applicable Louisiana Community and Technical College System (LCTCS) policies.
- Adheres to policies and procedures contained in the Central Louisiana Technical Community College (CLTCC) Instructor's Manual.
- Submits all required reports in a timely manner.
- Maintains accurate grade and attendance records.
- Adheres to all laws pertaining to disclosure of student records.
- Demonstrates and encourages professional growth and improvement.
- Attends all commencement ceremonies.
- Participates in local business and industry activities.
- Demonstrates appropriate work ethic (attendance, cooperation, etc.).
- Utilizes the approved curriculum.
- Develops clearly-stated course objectives and learning outcomes.
- Responsible for student completion, placement, and retention rates ensuring that they meet accrediting agencies standards.
- Responsible for providing training in the competencies essential to success in the occupation including attitudes, job knowledge, and skills.

- Organizes instruction in classrooms, shops, and laboratories as evidenced by course outlines, lesson plans, competency tests, and instructional materials such as textbooks, instruction sheets, and audiovisuals.
- Provides sufficient practice with equipment in order to develop skill proficiency.
- Ensures the objectives and content of the courses taught are current.
- Utilizes a craft committee to ensure that desirable, relevant, and current practices of the occupation are being taught. The committee is composed of at least three members external to the institution, meets at least twice per year, and keeps minutes to document committee activities.
- Provides advisement services to assigned advisees.
- Maintains individual student progress data and ensures this is a part of the student's permanent record.
- Maintains current standard reference books, periodicals, and manuals of a business, professional, technical, and industrial nature to facilitate the educational program objectives.
- Maintains a healthful, safe, and secure classroom/lab environment.
- Posts emergency evacuation routes in case of natural or other disasters.
- Requests adequate equipment and supplies to support the program.
- Ensures all instructional equipment and supplies meet safety standards.
- Ensures tests and other means of assessing the achievement of student are sufficiently accurate.
- Evaluates follow-up data from completers and employers to obtain information concerning program effectiveness and relevance to improve the quality of the program where needed.
- Other duties as required or assigned.

#### **Clinical Coordinator Duties**

- Responsible for organization, administration, continuous review, planning development, and general effectiveness of clinical experiences for students enrolled in the surgical technology program.

#### **Required Knowledge, Skills and Abilities:**

- Proficiency in the use of standard office equipment and networked personal computers, utilizing a variety of software is essential that includes but is not limited to Microsoft Word, Excel, Outlook and PowerPoint.
- Individual must be a committed, motivated self-starter who is capable of initiating and completing work with little supervision and/or as a part of a team on larger projects.
- Maintain a professional appearance.
- Project a professional attitude toward the students.

#### **Physical Requirements / Efforts:**

- Use a computer for composing, storing, and retrieving information.
- Communicate clearly and concisely, both verbally and in writing.
- Perform basic mathematical computations needed to complete assignments.
- Read and interpret computer printouts and numerical data which may be in very small print.
- Plan, organize, and prioritize job duties in order to meet deadlines.
- Reach, stoop, kneel, and crouch as required for filing and storage of office supplies and other work-related equipment.
- Lift and move items weighing up to 20 pounds.
- Work a regular Monday through Friday schedule of eight hours per day and occasional weekends and overtime as may be required.

### **Required Minimum Qualifications:**

- Must be credentialed in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) or a Registered Nurse with surgical nursing experience.
- Three years of applicable 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.

### **Additional Requirements:**

**A valid Louisiana Driver's License**

**Proof of motor vehicle insurance**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

### **Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*