

## Medical Laboratory Technology Instructor

<b>Division</b>	Instructional Services	<b>Department</b>	Health Sciences		
<b>Classification</b>	Curriculum Faculty	<b>Revised</b>	June 2003		
<b>Supervisor</b>	Dean/Director	<b>Position #</b>		<b>Job Class</b>	

### Statement of Primary Purpose

Provide instructional services.

### Classification

Curriculum faculty, full-time, exempt.

### Essential Functions and Responsibilities

1. Prepare and teach assigned courses in accordance with course outlines and published course schedule.
2. Maintain accurate records for each course taught.
3. Prepare, review, and update course outlines on a regular basis.
4. Recommend and assist with curriculum revisions as necessary.
5. Assist in student recruitment, advising, and retention.
6. Serve on college standing committees and attend meetings.
7. Participate in curriculum advisory committee meetings, if applicable.
8. Assist in selection and ordering of equipment, supplies, and textbooks.
9. Participate in college events and activities.
10. Attend college commencements.
11. Cooperate in scheduled student evaluations of instructor and course.
12. Keep regular posted office hours in accordance with college policy.
13. Submit all college reports in an accurate timely fashion.
14. Attend instructor and departmental meetings as scheduled.
15. Be responsible for professional development and maintaining professional competence.
16. Establish and maintain effective working relationships with students, faculty, staff, and others.

### Additional Duties and Responsibilities

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Perform other duties as assigned. As clinical coordinator, serve as liaison between Southwestern Community College and the clinical education sites and be responsible for the establishment of clinical sites and clinical faculty standards under the direction of the program director. Plan, coordinate, facilitate, administer and monitor activities on behalf of the academic program and in coordination with academic and clinical faculty.

### Minimum Qualifications

<b>Education</b>	AAS in Medical Technology.
<b>Knowledge and Skills</b>	
<b>Physical Demands</b>	
<b>Licensing Requirement</b>	National Certification.

### Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)

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### Equipment Operation

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This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.