



## Medical Professions/Allied Health Instructor

(Partially Grant Funded)

**Position:** Position is a partially grant-funded, ten-month appointment beginning August 2022. This contracted position follows an academic calendar that coincides with the area high schools. The successful candidate will teach Medical Professions, and Nursing Assistant courses to high school students enrolled in the ANC Secondary Technical Center and provide instructional assistance in assigned Allied Health Courses. Responsibilities include but are not limited to assessment and evaluation of instruction, curriculum planning, review, and involvement in student recruitment and retention-related activities. The position reports to the ANC Technical Center Director with minimum reporting to the AH Lead Instructor.

**Qualifications:** Unencumbered license as a Registered Nurse in the State of Arkansas or Compact State of residence. Bachelor's Degree in Nursing is required. The Instructor must possess a minimum of two (2) years nursing experience, including at least one (1) year of long-term care nursing services within the last five (5) years. Experience may include, but is not limited to, employment in a nursing assistant education program or employment in or supervision of nursing students in a nursing facility or unit, geriatrics department (excluding geriatric psychiatry), long-term acute care hospital, home care, hospice care or other long-term care setting (Rules & Regulations, Office of Long-Term Care Facility, Nursing Assistant Training Program, page 16). The successful candidate must demonstrate knowledge of Medical Professions skills and competencies, and the ability to communicate effectively both orally and in writing, and the ability to utilize technology. Must be student-centered, results-oriented, enthusiastic, and able to work independently and as part of a team. Possess excellent communication and interpersonal skills along with demonstrating excellent organizational skills. Must pass a federal, state, and local background check as well as pass Child Maltreatment Registry check.

**Responsibilities:**

- Coordinates and conducts the development of a secondary program for Medical Professions including curriculum development and revision.
- Teaches the required number of classes to meet the student demand.
- Demonstrates appropriate lesson planning and preparation for classroom, lab, and clinical.
- Provides clinical instruction, supervision and evaluation for students in the clinical lab and clinical facilities as assigned and approved by any and all regulatory agencies.
- Evaluates student progress in the classroom, clinical lab and clinical agencies and long term care facilities as required by the College, Arkansas State Board of Nursing and the Office of Long Term Care Rules and Regulations.

- Maintains an annual evaluation portfolio of teaching and professional activities that demonstrates professional growth.
- Responsible for program/course(s) Assessment Process to include data collection, analysis and reporting utilizing results for course/program decision making and process improvement.
- Provides safe, effective and organized classroom/clinical labs ordering supplies and keeping equipment appropriately maintained
- Maintains clinical competencies including CPR and develops/maintains skills in a variety of teaching/learning methodologies
- Develops and utilizes a multitude of engaging student activities that relate to the world of work, including off-site visits to relevant business/industries.
- Encourages and sponsors student involvement in extracurricular activities, including T.O.P.S. and SkillsUSA, and a summer MASH health sciences camp.
- Partners with ANC Career Coaches and Digital Learning Instructor to deliver workplace readiness curriculum, remediation, and maintains relationships with local school districts.
- Develops partnerships with local school systems and businesses to help recruit students into program and to develop and maintain on-the-job experiences and job placement opportunities.
- Maintains and enhances the College's relationship with secondary school administrators, guidance counselors, and other educational institutions.
- Promotes programs and recruits students through public speaking engagements.
- Represents ANC at regional events, such as fairs, festivals, and other community events.  
Collects information needed from students to answer inquiries concerning academic offerings and assists with student activities, including new student orientation.
- Collects, compiles, analyzes, and documents participant records and maintains updates as directed, including attendance, grades, and discipline records.
- Actively educates students regarding career planning, secondary/postsecondary educational information, and assists students with the transition to college and career.
- Participates in professional development required by the College and in order to meet all certifications and licensure requirements of the Arkansas Department of Career Education.
- Participates in Technical Center efforts to build a positive learning environment for all students, including support of incentive programs and student engagement activities/events.
- Plans and/or supervises special field trips, banquets, tutoring activities, and workshops.
- Attends staff meetings, in-service training, and out-of-town and local conferences, as required.
- Performs other related duties as required or assigned.

**Salary:** Salary is determined by education and experience as defined on the Faculty Placement Schedule. A generous fringe benefits package is included.

**Application** Review of applications will begin immediately and continue until the position is filled.

**Deadline:** Interviews may occur throughout the application period.

**Application Procedure:** To apply, send completed ANC application, letter of interest, resume, references, and transcripts/certifications to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109** or email [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu). For more information call (870) 762-3121.

To print an application, visit the college's website ([www.anc.edu/jobs](http://www.anc.edu/jobs)).

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

**Date of Announcement:** May 11, 2022

*ANC is an affirmative action, equal opportunity employer*