

Pioneer Technology Center Performance Profile

Title

Health Careers Certification Instructor (HCC)

Employer Brand

Pioneer Technology Center is an engaging and supportive workplace focused on collaboration, innovation, building relationships and providing high quality programs and services. At Pioneer Technology Center, we are committed to providing our students and clients the services, training, and skills they need with a focus on positive impact for the communities we serve.

Organizational Value

At Pioneer Technology Center our Core Values are: People, Innovation, Character, Learning and Economic Development.

Behaviors

1. Includer - 5: Dependable, Loyal, Team-focused, Reliable, Responsible
2. Relator - 5: Supportive, Respectful, Cooperative, Diplomatic, Accepting
3. Facilitator - 4: Encouraging, Observant, Intuitive, Perceptive, Insightful
4. Connector - 4: Deliberate, Productive, Disciplined, Focused, Goal-oriented

Skills

1. Working in a team environment - 5
2. Manage several projects simultaneously - 5
3. Ability to build relationships and relate to students - 5
4. Desire to continually learn - 5
5. Understanding of Oklahoma Board of Nursing processes and procedures - 5
6. Knowledge of curriculum development - 4
7. Understanding of age appropriate instructional strategies - 4
8. Demonstrate sound organizational skills - 4
9. Proficient with computer technology and software - 4

Experience

1. Two years of experience in the nursing field - 5
2. Long term care experience - 4
3. Previous teaching experience - 4

Education & Credentials

1. Registered Nurse - 5
2. Qualify for ODCTE Teaching Certification - 5
3. Maintain a valid driver's license - 5
4. Clear criminal background check - 5
5. Possess Basic Life Saver Certification - 4
6. Bachelors of Science in Nursing - 4

Physical Factors

1. Physical elements include stooping, kneeling, reaching, handling, finger dexterity, visual acuity (including near acuity, far acuity, depth perception, field of vision, naturally or with correction) and good eye-hand coordination or with suitable accommodations.
2. Exerting up to 100 pounds of force occasionally and/or up to 50 pounds of force frequently to move objects.
3. Perform under stress when confronted with emergency, critical, unusual or dangerous situations.

Standards of Performance

The Health Careers Certification Instructor will be evaluated two times per year for the first three years and annually thereafter.

FLSA Classification

Exempt

Contract Length

10 months or 12 months

Reporting Relationship

Pioneer Tech Board of Education, Superintendent/CEO, Executive Director of FTP (Full Time Programs), and Instructional Director

Working Relationships

Must develop and maintain a positive working relationship with other Pioneer Technology Center staff members, students, parents, business and industry representatives and interested community members necessary to provide quality educational programs.

Activity Summary

1. Planning and Preparation

- a. Develop, revise, and update curriculum materials.
- b. Select and requisition instructional materials, supplies, and equipment.

- c. Provide orientation to the clinical environment prior to having students assigned to that area.
- d. Responsible for the development and implementation of strategic plan components and continuous improvement goals for areas of responsibility.

2. Classroom Environment

- a. Organize the program so that instructional activities can be accomplished safely and efficiently.
- b. Enforce rules and regulations of the affiliating clinical site.
- c. Maintain discipline and assist students in dealing with personal, social, and vocational problems.
- d. Maintain a clean and orderly classroom, shop/laboratory, and office space.

3. Instruction

- a. Provide modified competency-based, face-to-face, blended, and/or distance instruction to students with a wide range of learning styles.
- b. Instruct students in the proper use, care, and safety of equipment, materials, supplies, furniture, and facilities.
- c. Instruct students in the importance of accuracy, neatness in appearance, efficiency, and good work habits in obtaining employment.
- d. Assign students to learning experiences based on objectives and identified learning needs.
- e. Provide a means for students to evaluate clinical experiences.

4. Professional Responsibility

- a. Evaluate student performance based on theory, professionalism and competency in the instructional program based on objectives and established criteria.
- b. Maintain an awareness of and adherence to accommodations for special learners as established through Individualized Education Plans or Section 504 documentation.
- c. Work cooperatively with counselors and learning consultants to provide educational services for students.
- d. Sponsor or co-sponsor an active CTSO chapter.
- e. Maintain awareness of students with disclosed medical needs/conditions and be prepared to respond as needed and appropriate.
- f. Maintain accreditation standards for state agency and regulatory board.
- g. Maintain/submit records and reports as required by the state and the district by the required deadline.
- h. Develop rapport/communication with clinical site and work cooperatively with clinical personnel to provide appropriate learning experiences.
- i. Work cooperatively with clinical staff to provide student orientation to the facility.
- j. Maintain up-to-date clinical records.
- k. Maintain continued contact with the community through an active advisory committee to keep in touch with job entry requirements, current trends, equipment, and placement.
- l. Participate in recruitment of students.
- m. Participate in selection of students by providing input on the appropriate selection criteria.
- n. Assist in placing graduates seeking employment.
- o. Maintain professional competence through participation in professional and civic activities including ODCTE meetings, conferences and workshops.
- p. Develop effective working relationships among the faculty and with cooperating

agencies.

- q. Participate in regularly planned staff meetings.
- r. Participate in educational, professional, and community activities to increase and promote program effectiveness and improvement.
- s. Maintain accurate inventory records.
- t. Uphold and enforce local and state laws, as well as health agency policies and regulations.
- u. Assist in implementation of board rules, regulations, and policies.
- v. Maintain professional attitude and appearance when representing Pioneer Technology Center.
- w. Keep informed of policies affecting the district and assist in upholding enforcing the board policies and administrative procedures.
- x. Perform such other tasks, assume other duties and exercise such other authority as may be required or conferred upon me by law or the Board of Education through the Superintendent.