

JOB TITLE: Faculty (Surgical Technology)

DEPARTMENT: Surgical Technology

LOCATION: Rolla

REPORTS TO: Surgical Technology Program Director /

Dean of Health Sciences / Vice President of Academic Affairs

FLSA: Exempt

LEVEL: Faculty

DATE: 1/11/2022; 4/20/2021

POSITION SUMMARY: Faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities, and expectations. Teaching and training duties shall be performed under the direct supervision of the CAO but may be delegated to the Program Director and/or Dean.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's degree is preferred. Baccalaureate degree is minimally required. Must have a minimum of 3 years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both within the past 10 years. Must hold a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

ESSENTIAL TASKS: *Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.*

A. Instruction

- Teach thirty (30) semester credit hours (or the equivalent in lab, studio, clinical, etc. hours) each academic year.
- With the assistance of the core faculty, Surgical Technology Program Director, Dean and the Vice President of Academic Affairs, participate in developing course and/or program curriculum, standards and policies.
- Develop course curriculum, handouts, lectures, labs, and presentation and maintain course outlines / syllabi and printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus.
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, and audio-visual equipment and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Schedule, supervise, debrief, and evaluate students in clinical, internships, observations, field experiences or other similar settings as appropriate for the course or program.
- Participate in course and/or program level assessment including development of learning outcomes and measures, evaluating student performance, and recommending improvement measures.
- Assist in conducting program review; plan, develop and implement activities in support of the Higher Learning Commission, or other agency, accreditation guidelines regarding student academic achievement (assessment) and their success on outcomes (institutional effectiveness).
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns, and problems.
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.

B. Service to the College

- Knowledge of College instructional policies and procedures
- Maintain 7 office hours per week (as approved) for the purpose of assisting and mentoring students.

- Mentor students; provide assistance to the students regarding current information on degrees or certificates in their educational program; refer students, when appropriate, to specialized resource services within the College.
- Participate in and develop efforts to recruit and retain students, and /or job placement or transfer placement.
- Attend all departmental, divisional, or other college- wide meetings where appropriate or required.
- Serve on College and/or faculty standing committees, ad hoc committees, advisory boards or as a student organization leader.
- Mentor and assist in orienting new faculty, either formally or informally where appropriate or required by the division chairperson or CAO.
- Comply with federal regulations including: the Americans with Disabilities Act (ADA) and the Family Educational Rights and Privacy Act (FERPA).
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student populations.
- Attend commencement as required.

C. Faculty Development

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and / or program discipline, including maintaining licensure, certification, or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

ADDITIONAL DUTIES / FUNCTIONS:

- Compliance with minimum standards.
- Ongoing systematic development, implementation, and evaluation of the total program in relation to philosophy and mission and graduate competencies.
- Provide input on program related policies regarding recruitment, admission, retention, promotion, and graduation of students.
- Maintain clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include radiography practice, continuing education, writing for publication, and/or participation in professional associations; evidence of ongoing professional competence related to specialty area instruction shall be maintained.
- Maintain confidential student records in compliance with ECC Board Policy.
- Maintain clinical and educational competencies in area of instruction.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.*

Environment: Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 50 lbs if applicable for the position.

POSITIONS SUPERVISED: None

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the

general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.