

JOB DESCRIPTION		
Department: Academics		Prepared by: Director of Education
Location: 151 W 26 th Street, New York, NY 10001		
Job Title: Didactic/Clinical Instructor- Surgical Technology		
Reports to: Program Director and Clinical Coordinator		
Type of position: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time	FSLA Status: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt	Hours worked per week: ____
<p>GENERAL DESCRIPTION:</p> <p>The instructional staff must be responsible for directing, evaluating, and reporting student progress towards course objectives and for the periodic review and updating of course material.</p> <p>DUTIES AND RESPONSIBILITIES:</p> <ul style="list-style-type: none"> • Actively engage in retention activities including documented communication with both students and administration regarding attendance and progress. • Identify and refer at-risk students to immediate supervisor and/or to the program director. • Ensure course and program learning outcomes are delivered as defined by the syllabus. • Maintain accurate updated attendance and grades for all students • Assign appropriate clinical cases to each student • Monitors each student's progress throughout the course • Make himself/herself available for student's questions and learning needs. • Create a positive and supportive learning environment • Provide each student timely feedback about his/her performance, providing suggestions for improvement. • Meet regularly with the program/clinical coordinator to maintain productive two-way communication between the program and the clinical site personnel • Provide feedback to the program about current department/hospital policies or changes in practice in the field and makes suggestions for program modifications or improvement • Participate in continuing education seminars and in professional development opportunities in order to maintain current knowledge and skills, 		

- Teach the depth and scope of class materials as outlined in the syllabus
- Attend faculty meetings, in-service meetings, graduation and other college events
- Work in conjunction with the program/clinical coordinator to assess and record student paperwork related to clinical experiences.
- Work in conjunction with the program/clinical coordinator to coordinate clinical portion of program including medical files.
- Assist program/clinical coordinator with hospital orientations as needed
- Perform miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of teaching methods, curriculum, and education programs.
- Teaching and facilitation skills.
- Ability to teach and control the behavior of students.
- Knowledge of academic and/or vocational education curricula.
- Knowledge of and ability to apply relevant current education methodologies and techniques.
- Ability to gather data, file information, and prepare reports.
- Strong organizational skills
- Detailed oriented with strong administrative and customer service skills

EDUCATION REQUIREMENTS:

Must be qualified by education and experience, and must be effective in teaching the subjects assigned. Faculty with instructional responsibilities in core surgical technology courses must

- possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) or has a current CST Certified Surgical Technologist credential.
- have a minimum total of three 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 ten years.
- possess an Associate's Degree or greater in the healthcare field (desired)

Supervisor Signature:
Title:

Date:

Employee Signature:

Date: