

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: FACULTY - CLINICAL COORDINATOR OF THE
CARDIOVASCULAR TECHNOLOGY PROGRAM

PAY GRADE: FACULTY PAY PLAN

OVERTIME STATUS: EXEMPT

MAJOR RESPONSIBILITY:

To develop a healthy and caring environment that offers a variety of options and opportunities for the active participation of students in the learning process. The major responsibilities of faculty include five areas: teaching, professional development, college service, service to students, and public service, as defined in the "Role and Responsibilities of Faculty," which is published in the Faculty Handbook.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable, and engaged.

PREREQUISITES FOR POSITION (Qualification Standards):

1. Education* or training:

Preferred Education: Bachelor's degree in Cardiopulmonary, health-related studies or education. Associate's degree in Cardiovascular Technology.

Required Education: Associate degree in Cardiovascular Technology, Nursing, Respiratory Therapy, Paramedic or Radiology.

Preferred Credentials: Active RCIS or RCES

Required Credentials: Must have an active registration or licensure in a health profession.

**Education must be received from a regionally accredited institution.*

2. Years of Experience in the field:

Preferred: A minimum of two years of clinical experience as a registered Cardiovascular Technologist in the field of Interventional cardiology.

Required: An active registered or licensed health professional with a minimum of two years experience working in an interventional cardiac catheterization lab.

3. Special skills or abilities related to the position:

Commitment to the college's objective of providing instruction for a diverse student population. Excellent interpersonal, oral communication, and writing skills. Knowledge of learning and assessment theories and methods and the relationship to the pedagogy of teaching. Possess a high level of technical skills and subject matter knowledge as it relates to a specific discipline. Evidence of initiative, resourcefulness, and adaptability.

PREREQUISITES FOR POSITION (Qualification Standards):Special skills or abilities related to the position (continued):

- Must possess appropriate credentials and knowledge in interventional cardiology by virtue of training and experience, in teaching their assigned subjects.
- Be familiar with the goals of the program and should be able to demonstrate the ability to develop an organized plan of instruction and evaluation. Provide instruction, supervision, and timely assessments of the student's progress in meeting program requirements. Maintain a positive attitude toward teaching. Documentation of experience in educational theories and techniques may include completed college courses, seminars, or in-service sessions on topics including, but not limited to, learning theory, curriculum design, test construction, teaching methodology, or assessment techniques. Maintain professional competence
- Be responsible for coordinating clinical education with didactic education as assigned by the program director.
- Evaluate and ensure the effectiveness of clinical experiences for the concentrations students are enrolled in.
- Provide clinical instruction and document the evaluation and progression of clinical performance leading to clinical competence.
- Must have a valid driver's license with reliable transportation for travel to various clinical sites.

ESSENTIAL JOB FUNCTIONS:

1. Ability to plan, prepare, and teach course content and curriculum using effective methodologies of instruction and assessment tools to enhance learning.
2. Maintain expertise in the field of study and teaching pedagogy.
3. Maintain active participation in professional organizations as appropriate.
4. Participate in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.
5. Provide support and in some cases provide the leadership for student recruitment, marketing, and general activities that "build" a program (A.S., B.A.S. /B.S. degree, and PSAV programs).
6. Support student activities. Include course and career guidance to students with a focus on fostering a love of learning.
7. Share professional ideas and expertise with the community and private agencies without receiving a gratuity.
8. Assist in developing and planning the departmental college course schedule.
9. Use technology to teach and communicate with students, and in the delivery of instruction.
10. Serve as lead faculty, and program manager/department chair, and serve on committees when appropriate.

FACULTY - CLINICAL COORDINATOR OF THE CARDIOVASCULAR TECHNOLOGY PROGRAM PAGE 3ESSENTIAL JOB FUNCTIONS (Continued):

11. Ability to drive a college vehicle when necessary.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Management retains the right to modify or add duties at any time.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to communicate clearly both orally and in writing on a telephone and a computer for extended periods.
- Routinely requires sitting at a desk and viewing a display screen for extended periods.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting, and bending.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside a classroom/laboratory environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: CITRUS CAMPUS, LEVY CAMPUS, OCALA CAMPUS AND THE HAMPTON CENTER

SUPERVISOR OF POSITION: APPROPRIATE CAMPUS PROVOST, DEAN, OR ASSOCIATE VICE PRESIDENT