

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: HEALTH SCIENCES SIMULATION COORDINATOR

PAY GRADE: FACULTY PAY PLAN

OVERTIME STATUS: N/A

MAJOR RESPONSIBILITY:

Provide leadership, supervision, and coordination in the planning, implementation, and evaluation of simulation learning experiences for the Health Sciences division. Provide simulation training and support for Health Sciences faculty and staff.

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: A Master's degree in Nursing is required. A Doctorate is preferred.
***Education must be from a regionally accredited institution.**
2. Years of experience in the field: Prefer three years of related work experience or a combination of work and teaching experience.
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.

ESSENTIAL JOB FUNCTIONS:

(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.)

1. Plan, implement, supervise, and evaluate a comprehensive simulation program for the nursing program.
2. Assist program managers in the planning, implementation, and evaluation of simulation experiences for the Health Sciences division.
3. Develop and implement professional development training programs for faculty and staff working in simulation.
4. Collaborate with the Associate Vice President of Health Sciences to ensure adequate coverage and supervision for the Simulation Center.
5. Assist the Associate Vice President of Health Sciences with the development and management of the Simulation Center budget.
6. Ability to plan, prepare and teach course content and curriculum, utilizing effective methodologies of instruction and assessment tools for the enhancement of learning.
7. Maintain expertise in the field of study and teaching pedagogy.
8. Maintain active participation in professional organizations as appropriate.
9. Participate in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom, and other simulation technicians in the region/state/nation.
10. Provide support and in some cases provide the leadership for student recruitment, marketing, and in general activities that "build" a program (A.S., B.A.S. /B.S. degree, and PSAV programs).
11. Support student activities, including course and career guidance to students with a focus on fostering a love of learning.
12. Share professional ideas and expertise with the community and private agencies without gratuity.
13. Assist in the development and planning of the departmental college course schedule.
14. Utilize technology in teaching and communicating with students and in the delivery of instruction.
15. Serve as lead faculty, program manager/department chair, and serve on committees when appropriate.
16. Ability to drive a college vehicle when necessary.
17. Other duties as assigned.

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 the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without a hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on 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.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment.
- Works in a computer room.

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

PRIMARY LOCATION OF JOB: OCALA CAMPUS, CITRUS CAMPUS

SUPERVISOR OF POSITION: ASSOCIATE VICE PRESIDENT - HEALTH SCIENCES