

**Salina Area Technical College**  
**2562 Centennial Rd.**  
**Salina, KS 67401**

**Title:** Adjunct Instructor(s) for Certified Nurses Aid (CNA), Certified Medication Aid (CMA) and related courses – Days or Evenings

**Required Qualifications:**

- Posses and maintain a current Kansas RN license throughout employment
- Meet or exceed educational and occupational requirements of external accrediting agencies
- Minimum two years current clinical experience, one of which must be equivalent to one year full time in a licensed long term care facility

**Preferred Qualifications:**

- Posses current American Heart Association CPR instructor certification
- Teaching experience in adult/continuing education

**Reports To:** Associate Dean of Instruction

**Job Goal:** To provide instruction and clinical supervision to students in Certified Nurses Aid and other related courses. Prepare students to succeed in health care employment and pass the state examination required for licensure.

**Essential Responsibilities:**

1. Keep current on changes and development in area of expertise
2. Participate in development and monitoring of program curriculum and student outcomes/assessment through documentation of student mastery of course objectives
3. Prepare and distribute learning syllabi for each course assigned to teach prior to class starting
4. Utilize lesson plans to meet teaching objectives
5. Teach information, skills, and attitudes that support the learning objectives identified for each course
6. Meet and conduct assigned classes in a professional manner
7. Review and assist in selecting textbooks and instructional materials for assigned courses
8. Develop and maintain an environment conducive to high student learning
9. Verify and maintain records of student attendance, performance and inform students regularly of their performance in the course
10. Schedule and monitor clinical experiences
11. Submit grades by established due dates, complete reports, and monitor clinical experiences
12. Accommodate special needs of students
13. Establish a positive learning environment and respond to the individual needs of students
14. Ensure all activities conform to state and local guidelines for health care programs
15. Communicate effectively with all members of the college and community
16. Operate all equipment as needed
17. React to change productively and handle other tasks as assigned

Last Revised September 21, 2010

18. Support the value of an education through lifelong learning
19. Support the vision and mission of Salina Area Technical College

**General Responsibilities:**

1. Project a positive and professional image
2. Display a thorough knowledge of the curriculum and its application in general and technical education
3. Establish and maintain a positive climate for learning through appropriate classroom and laboratory management
4. Maintain current curriculum and instructional practices
5. Maintain appropriate, confidential records and provide timely reports
6. Keep abreast of new information, innovative ideas and techniques
7. Order and maintain an adequate inventory of materials and supplies
8. Observe Board of Trustees policies and procedures
9. Obtain advance approval for all special activities and expenditures
10. Adhere to all college health and safety policies, including all precautions of the Blood Borne Pathogens Exposure Control Plan
11. Other duties as assigned

**Other Requirements:** Obtain at own expense yearly TB test and other immunizations or physical examinations as required by clinical sites

**Length of Contract:** Variable by course

**Type of Contract:** Adjunct Faculty

**Salary/Benefits:** Salary to be determined based on SATC hiring schedule and benefits dependent on teaching load

**Position Start:** According to need and class schedule

**Applications Due:** Open until filled

Salina Area Technical College welcomes the application of any qualified candidate and does not discriminate on the basis of race, color, age, sex, creed, marital status, ethnic origin, disability or veteran status. We are an affirmative action/equal opportunity employer. We comply with Title IX of the Educational Amendments of 1972. We comply with the rehabilitation act of 1973, the Vietnam Era Veteran's Readjustment Assistant Act of 1974, and the Americans with Disabilities Act.