



WALLACE STATE HANCEVILLE

Vacancy Announcement

05/16/2007

POSITION: Health Care Information Technology Instructor

MINIMUM QUALIFICATIONS:

1. Master's or Bachelor's degree in Health Information or related field preferred. Associate's degree in Health Information or related field with significant coursework toward the Bachelor's degree required.
2. Three years experience in field with at least two years recent experience teaching at the college level.
3. Must be a Registered Health Information Technician or a Registered Health Information Administrator
4. Instructional experience preferred

RESPONSIBILITIES:

1. Teach in area of competence according to college policy and accrediting agency standards
2. Meet assigned classes regularly
3. Participate in the preview and adoption of textbooks and other instructional materials
4. Maintain a positive advisement program for academic counseling of prospective, new and current students in the program
5. Recruit new fieldwork sites with appropriate community agencies
6. Participation in periodic evaluation of all courses in the program
7. Recommend changes in program and courses to keep current with community needs and technological advances
8. Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
9. Facilitate student learning utilizing a variety of learning options to meet individual student needs
10. Design each course and deliver each class to ensure an effective learning experience
11. Submit to the immediate supervisor a course syllabus for each course taught every term
12. Incorporate most current teaching techniques, subject area developments, and technology into the learning experience
13. Provide classroom, laboratory and/or clinical instruction in accordance with approved course outlines
14. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
15. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy
16. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
17. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
18. Participate in the planning of effective long-range and short term goals for the department and college.
19. Demonstrate effective interpersonal skills; communication skills, both written and oral; and work ethic (i.e., preparation and punctuality)
20. Assist the immediate supervisor with developing and managing a departmental budget in support of the Annual Plan
21. Assist in advising students regarding degree/certificate plans and STARS articulation agreements as appropriate to program
22. Regularly engage in professional learning activities and actively seek information about developing trends and ideas
23. Use the computer effectively for word processing, instructional application, electronic communication, information and data management
24. Deliver courses in alternative delivery times and methods using a variety of learning activities designed to appeal to differing learning styles
25. Assist in inventory management
26. Maintain professional competency through continued education
27. Maintain professional relationships with colleagues and supervisors
28. Maintain positive relationships with clinical and professional personnel
29. Actively serve on division and college committees as needed
30. Serve as a community resource for matters related to health and health care
31. Represent Wallace State Community College at various functions as requested

801 Main Street NW • PO Box 2000 • Hanceville, AL 35077-2000
256.352.8295 • Fax 256.352.8228

32. Perform such other duties and responsibilities as may be assigned

SALARY: Based on education and experience commensurate with State Salary Schedule D1 (32,163 - \$69,583) of the Alabama State Board of Education policies. This is a nine-month position. A summer contract may be available (an additional \$9,931-\$21,520) dependent upon enrollment.

ANTICIPATED START DATE: As negotiated.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three professional letters of reference and three (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered. Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8295**

INTERVIEW PROCESS: The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a teaching demonstration. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

DEADLINE DATE: The deadline for receipt of all application materials is 3:00 p.m., June 15, 2007.

ADDITIONAL INFORMATION: The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.