

Sam Houston State University Human Resources

Staff Classification Description – Continuing Education Instructor II

Skill Category: Technical/Para-Professional

Position (Employee) Class: 4N087 (NB)

Grade: 17

Date: 10/2014

Department: DELTA

Educational & Experience Requirement: Bachelor's degree in a related field. Four years of experience in a related field. Registered Nurse (RN) with the ability to practice in the State of Texas (For CAN). Phlebotomy certification or related credentials. (For Phlebotomist). A combination of education, experience, and training that would produce the required knowledge and abilities could be considered.

Nature & Purpose of Position: Teaches Certified Medication Aide/Assistant or Phlebotomy Continuing Education Continuing Education classes for Sam Houston State University.

Supervision Given & Received: Works under general direction.

Primary Responsibilities: Teaches students the skills and competencies necessary to become a Certified Medication Aide/Assistant. Creates, develops, and prepares lesson plans. Creates course material. Grades and assesses student learning. Creates differentiated instruction for individuals with different learning styles. Ensures all educational needs of students are met. Grades work and returns it in a timely fashion. Assesses students learning and provides remediation when necessary. Performs other related duties as assigned.

(Phlebotomist) Teaches students the skills and competencies necessary to become a Phlebotomist, to include how to draw blood using needles and how to work with blood pathogens. Creates, develops, and prepares lesson plans. Creates course material. Grades and assesses student learning. Creates differentiated instruction for individuals with different learning styles. Ensures all educational needs of students are met. Grades work and returns it in a timely fashion. Assesses students learning and provides remediation when necessary. Performs other related duties as assigned.

Other Specifications: (CNA) Works with other staff in Continuing Education. Position requires the ability to lift 20 to 50 pounds. Lifts mannequin when needed and lifts boxes of paper for printer/copier.

(Phlebotomist) Works with other staff in Continuing Education. Position requires working with needles and with blood pathogens teaching students how to draw blood; alert mental and visual attention is required to avoid injury to self or others. Position requires lifting 20 to 50 pounds. Lifts boxes of paper for printer/copier, moves phlebotomy chair/table, and supplies.

This is a classification description with the complete list of job duties being maintained at the departmental level. Other job duties necessary for the effective operation of the University are expected to be performed. Any qualifications to be considered as equivalents in lieu of stated minimums require the prior approval of Human Resources.

Sam Houston State University is an at will employer and drug free/smoke free workplace. This position is security-sensitive and thereby subject to the provisions of the Texas Education Code §51.215, which authorizes the employer to obtain criminal history record information. The pay grade range is inclusive of social security benefit replacement pay.

Sam Houston State University is Committed to Equal Opportunity in Employment and Education.