

Job Classification: Exempt, Full-Time Staff

Work Schedule: Regular schedule 8:00 am – 5:00 pm Monday – Friday, with adjusted hours as needed.

Location: Position is based out of Manhattan Campus with regular travel between regional partner schools and clinical sites.

Compensation: Grade 12 (\$52,128 - \$84,708)

Reporting Relationship: Dean of Nursing Education and Health Programs

Primary Responsibilities:

The Director of Allied Health is responsible for developing and maintaining vocational healthcare education that addresses specific aspects of the College programs and services. This includes the development and maintenance of community partnerships regarding vocational allied healthcare professionals, assisting with supervision of ancillary staff, development and dissemination of training programs, and interfacing with local workforce organizations and healthcare providers. **The position also includes direct teaching responsibilities for Allied Health courses.** Performs additional duties, including special projects as assigned by the Dean of Nursing Education and Health Programs.

Administrative and Oversight Responsibilities

- Oversee KDADS sponsorship, including reporting requirements and record keeping.
- Oversee the phlebotomy courses.
- Recruit and retain instructors to teach Allied Health classes.
- Schedule Allied Health classes at times that are best for the college, instructors, and potential students for an academic year, providing specific class information for each semester as requested by the Dean of Nursing Education and Health Programs and/or the Chief Academic Officer.
- Assist and support the Dean and College administration in ensuring compliance and optimal program performance related to governmental and oversight and accreditation agencies.
- Provide instructional oversight and support to Allied Health Instructors, including course setup, orientation to college processes, curriculum guidelines, learning management system (LMS) usage, and KDADS sponsorship requirements.
- Assist or provide Allied Health Instructors as needed with college orientation, classroom management, and access to materials and supplies.
- Develop, maintain, schedule, and assess clinical sites.
- Ensure clinical site contracts are current.
- Provide requested data to Institutional Reporting personnel.
- Work within the Allied Health program budget to order necessary materials and supplies.
- Collaborate with Admissions to monitor enrollment processes and ensure qualified students enter the program(s).
- Develop new program curriculum, syllabi, class schedules, and student gradebook/files.
- Develop and maintain collaboration with community healthcare providers and educational workforce development agencies.
- Attend Healthcare Program Advisory Committee meetings.
- Attend college-wide professional development activities and meetings.

Teaching Responsibilities

- Provide course instruction in a manner that ensures student comprehension, retention of knowledge, and positive student engagement towards satisfactory completion of Allied Health programs.
- Employ appropriate teaching/learning strategies and modify instructional methods to meet diverse student needs.
- Develop and maintain an environment conducive to effective learning through enthusiastic, well-prepared, organized lectures and activities consistent with meeting the competencies and objectives of the course outline/syllabus.
- Encourage the development of communication skills and higher order thinking skills through appropriate assignments; promote critical and analytical thinking, evaluation, problem solving, and decision-making.
- Prepare for classes and clinical sites assigned and show written evidence of preparation upon request of immediate supervisor.
- Encourage students to meet acceptable performance standards as defined in course syllabi and by state guidelines.
- Take all necessary and reasonable precautions to protect students, patients, equipment, materials, and facilities.
- Establish and maintain open lines of communication with students concerning their progress.
- Evaluate and maintain accurate and auditable records of student attendance, progress, and performance as required by state guidelines and college policy through the learning management system and MATC portal.
- Assist in upholding and enforcing Board and college policy and procedure.
- Prepare course application forms and maintain student enrollment and test registration records.
- Establish and maintain cooperative relationships with college staff and clinical site staff.
- Perform other duties as assigned by the Dean of Nursing Education and Health Programs.

Qualifications:

- Required nursing experience in Long Term Care to meet KDADS requirements, including instructor approval for CNA and/or CMA classes.
- Active Unrestricted Registered Nurse (RN) Kansas or Multi-State License is required.
- BSN (or degree plan to complete BSN) required. MSN Preferred.
- Minimum two (2) years' experience in Nursing required.
- Two (2) years of post-secondary teaching experience or training experience in industry preferred.
- Strong computer and word processing skills.
- Experience in working with a Learning Management System preferred.
- Strong interpersonal skills, including public speaking and ability to present MATC in a positive way.
- Ability to communicate clearly and professionally through both verbal and written skills, and interact effectively and professionally with students, staff, and faculty.
- Willingness to expand program to meet regional needs.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to effectively read computer screens, print, and communicate via phone.
- Ability to lift and move supplies up to fifty (50) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction and engagement with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.
3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements.
4. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All ‘offers of employment’ are subject to criminal background check prior to employment.