

9. Works to establish and maintain open lines of communication with students concerning their progress.
10. Maintains accurate and auditable records of student attendance and performance as required by law, Board, and school policy.
11. Assists in upholding and enforcing Board and college policy and procedure.
12. Prepares course application forms and maintains student enrollment and test registration records.
13. Establishes and maintains cooperative relationships with college staff and with clinical site staff.
14. Performs other tasks as assigned by the Vice President of Instruction and/or Coordinator for Allied Health Continuing Education

LENGTH OF CONTRACT: Adjunct faculty contract for 5 credit hour course, including additional clinical time. Work schedule to be flexible as required to provide planned courses.

SALARY: Adjunct faculty salary plus hourly contract for clinical hours.

GENERAL STATEMENT OF FUNCTION: This course is required for employment as an aide in Kansas long-term care facilities. Classroom learning and labs are supported by hands-on clinical experiences in area care facilities. Successful students will complete a test administered by the Kansas Department of Aging and Disability Services (KDADS) to earn CNA certification. Prerequisite: CASAS reading test (administered at MATC).

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of adjunct faculty.

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 VETERANS' READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.

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