
BOARD AGENDA ITEM

Information/Discussion _____

Future Action _____

Action x

Item: Request for Personnel – Offsite Health Instructor

Submitted by: Cary Stamas, Director

Date: 4/25/24

Recommended by: Dave Rodgers

Board Meeting Date: 5/13/24

RECOMMENDATION:

Add a second 1.0 FTE Offsite Health Instructor position for the continuation & expansion of CTE Healthcare Foundations instruction at local high schools.

BACKGROUND:

For the 24-25 school year, the waiting list for Healthcare Foundations is approximately 220 students including 72 first session and 138 third session. Adding a second instructor will add capacity for up to 25 seats 1st session and 25 seats 3rd session within local high schools, opening seats at KCTC for students from the waiting list to fill these positions. This aligns with the stated goals of CareerPrep 2030 to increase CTE enrollments and decrease the waiting lists at KCTC by increasing regional programming.

Job Title: Offsite/Itinerant Instructor, CTE Health Careers
Kent ISD

Broad Statement of Responsibilities:

The Health Careers instructor shall deliver the State of Michigan Curriculum as regulated by the Michigan Department of Labor and Economic Growth to students in the Health Careers program for Kent ISD in classrooms & labs located in local high schools, as designated by the Kent ISD administration.

Minimum Job Qualifications:

1. Bachelor's degree or Registered Nurse in lieu of Bachelor's degree.
2. Michigan Teaching Certification with Health Sciences Cluster endorsement (CIP Code 51.0000) preferred; *OR* qualify for Annual Occupational Authorization (ACA) – Minimum of two years or 4,000 hours (within last 6 years) of recent and relevant work experience in the Health Sciences Industry. Note: The ACA route requires a commitment to attain the appropriate certification and endorsement within 7 years.
3. Experience in nursing or similar (hospital, long-term care facility, emergency care, etc.)
4. Ability to perform and accurately model healthcare duties: patient care, routine procedures, patient monitoring, record keeping, medication maintenance, etc.
5. Ability to develop and effectively deliver the curriculum.
6. Commitment to effective strategies for supporting student belonging and wellbeing.
7. Ability to establish and maintain professional contacts and partnerships for student internships, guest speakers, field trips, and demonstrations.
8. Excellent communication skills (both written and verbal).
9. Ability to effectively utilize a variety of technologies, including but not limited to Microsoft Office Applications (Word, Excel and PowerPoint) and Google Suite.
10. Experience with supporting a diverse learning population with a demonstrated commitment to the success of all learners.
11. Demonstrates a strong commitment to culturally responsive and inclusive practices.
12. Provides the academic instruction and any related interventions or supports based on the individual needs of each student.
13. Ability to utilize pertinent forms of data to inform professional practices and enhance student outcomes.

Preferred Job Qualifications:

1. Demonstrated experience working with high school-age students and diverse student populations.
2. Bachelor's and/or graduate degree in Nursing or a related field.
3. Five years or more in nursing or similar (hospital, long-term care facility, emergency care, etc.)
4. Knowledge of Work-Based Learning and/or related experience.
5. Knowledge of Multi-Tiered Systems of Support (MTSS).

Duties and Responsibilities:

1. Design, prepare, and deliver curriculum content that:
 - a. Is in alignment with the State of Michigan and the Kent ISD/KCTC curriculum constructs.

- b. Supports student learning through a variety of effective delivery methods: project-based learning, on-line, in person.
 - c. Incorporates equipment and technology current to education models.
 - d. Supports programs' focus on preparing students for post-secondary education experiences such as PBL, Equity, Inclusion, Restorative Practices, Distinguished teacher pedagogical knowledge, etc.
 - e. Incorporates cross-curricular concepts of Math, English, Science.
- 2. Maintain an instructional environment that is:
 - a. Welcoming, inclusive and safe for all learners.
 - b. Ensures access to successful learning outcomes for all.
 - c. Provides for an equitable and balanced assessment of student achievement by a variety of methods.
 - d. Promotes individual student engagement, responsibility and accountability.
- 3. Instruct students in offsite locations:
 - a. Daily travel to one or more designated locations and learning spaces as coordinated with Kent ISD administration.
 - b. Attend training and maintain expectations for safety, security, and instructional environment of each location as coordinated as coordinated with Kent ISD administration and in collaboration with local staff.
 - c. Fulfill Kent ISD and Kent Career Tech Center required PD and obligations as coordinated with Kent ISD administration.
- 4. Instruct students through a variety of best-practice instructional strategies, including the use of technology and appropriate resources.
- 5. Integrate project-based learning experiences and effectively integrate lab equipment into student learning and assessment.
- 6. Provide timely and meaningful feedback to student work projects and assignments.
- 7. Administer relevant and appropriate assessments to evaluate pupil progress, record results, and issue reports informing parents of progress.
- 8. Maintain accurate student attendance records.
- 9. Remain current with reporting requirements, trends, and changes in CTE education.
- 10. Establish and collaborate with an advisory committee.
- 11. Maintain a supportive and effective system of classroom management.
- 12. Meet with parents to discuss student progress and problems, including but not limited to parent-teacher conferences.
- 13. Participate in faculty and professional meetings, educational conferences, CIP-specific technical training, CTE-specific training, and teacher training workshops.
- 14. Perform related duties such as sponsoring one or more activities or student organizations, assisting pupils in selecting a course of study, and counseling students in adjustment and academic problems.
- 15. Facilitate work-based learning experiences for students (field trips, job shadows, job placements).
- 16. Promote and market the Health Sciences program and overall KCTC programs
- 17. Complete any required training by the local school district, if different than the requirements of Kent ISD.
- 18. Comply with Kent ISD and local district policies, and all applicable laws.

The above is intended to describe the general content of and the requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.