

PLEASE POST

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PERSONNEL VACANCY NOTICE

GARY COMMUNITY SCHOOL CORPORATION

900 Ave & Gerry St
Gary, IN 46406

Melisha Jones-Henderson, MBA
Executive Director Human Resources Department

Dr. Paige McNulty
Emergency Manger

POSITION: CTE Teacher – Health Science

SALARY: To be determined

REPORTS TO: Principal

This position is currently part time with the potential to be full time based on student enrollment and program growth.

PURPOSE STATEMENT

To achieve and maintain standards of excellence in the teaching of career education.

ESSENTIAL FUNCTIONS

The list of duties and responsibilities is illustrative only, and is not a comprehensive listing of all the duties and responsibilities performed by this position.

- Coordinates the development of the District's Health Occupations Job Preparation Plan.
- Provides instruction in the areas of health care safety, medical terminology, anatomy, physiology, microbiology, pathology, state licensure, healthcare delivery system, healthcare skills for entry-level employment and clinical experience.
- Coordinates Curriculum Development and Operations.
- Organizes and supervises the Health Occupations Students of America student organization.
- Organizes and conducts advisory committee meetings.
- Develops programs to promote the elimination of sex bias, sex stereotyping and the negative profiling of special needs students.
- Assists with the selection and ordering of state of the art equipment, instructional materials and supplies.
- Maintains control and inventory of classroom equipment, instructional materials and supplies.
- Attends professional meetings to stay abreast of both program curriculum and job opening opportunities according to labor market demands.
- Maintains regular attendance and punctuality.

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective working environment.
- Maintain an advisory board and establish relationships and partnerships with community organizations and local healthcare facilities.

SUPERVISORY RESPONSIBILITIES

Students.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of:

- Health related field required.

Skill in:

- Using a computer and related software applications.
- Using modern office equipment.

Ability to:

- Coordinate programming and instruction with local agencies and organizations.
- Develop promotional materials for the health occupations program.

EDUCATION AND EXPERIENCE

Bachelor's degree or higher from an accredited institution with Registered Nurse degree or similar degree. A minimum of five years teaching of health occupations or nursing, is preferred. Demonstrated written and oral communication skills. Ability to work well with students, parents, teachers and administrators.

CERTIFICATION

Licensed Registered Nurse, CPR certification, Long Term Care and CNA experience, preferred. Must hold valid Indiana teachers license or the ability to apply for Indiana Workplace Specialist License.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Specific vision abilities required by this job include the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Testing

- Drug Test
- Background Clearance

METHOD OF APPLICATION

An on-line application, to include letter of interest and resume listing training, past job experiences and responsibilities should be submitted to:

**Gary Community School
Corporation Click on
“Employment”
www.garycsc.k12.in.us
Human Resources
9th Ave & Gerry St
Gary, IN 46406**

EQUAL OPPORTUNITY EMPLOYER