



*Job Posting*

**Clinical Adjunct Instructor – Respiratory Care Program**

**Date Posted: April 4, 2018**

**Posting End Date: Until Filled**

Cisco College is accepting applications for Clinical Adjunct Instructor in the Respiratory Care Program. The position requires a Registered Respiratory Therapist (RRT), a Respiratory Care Practitioner (RCP) from the Texas Department of Health. The applicant must have an Associate degree, three years' experience, with at least one year in Adult Critical Care and Emergency settings. The position will be based at the Abilene Educational Center of Cisco College. Resume packages are received via email, fax, and USPS, but email is preferred.

**Please note:** *A complete resume package must include a cover letter, completed Cisco College Application, resume, and official evidence of being a registered RRT or RCP with TDH. Please ensure all required documents are included with your submission. Thank you!*

**Please submit your resume package to:**

**Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100 (ATTN: Human Resources)  
shelli.garrett@cisco.edu**

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Job Description

**Job Title:** Clinical Adjunct Instructor – Respiratory Care Program  
**Reports to:** Division Chair  
**Las Reviewed:** 03/29/2017

### **Job Summary**

The primary responsibility of this individual is to provide quality instruction to Cisco College Respiratory Care students in clinical and laboratory as needed.

This is a non-tenure track position. An individual who applies for and is hired for this position is not precluded from applying for a tenure track position should one become open. If an individual who already has tenure with Cisco College applies for and is hired for this position, that individual will retain his or her tenure.

Faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

### **Primary Duties**

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Assess student learning and provide consistent feedback to students for improvement.
3. Monitor students completion on DataArc for accurate time, competencies, clinical evaluations, physician interactions, procedures observed and/or performed.
4. Assist Respiratory Care Faculty with other classroom related materials and projects as needed.
5. Actively seek to stay current in the Respiratory Care discipline and in teaching and learning theory by participating in professional development and staying current in journal reading. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.
6. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner.
7. Participate in academic advising and registration with a positive attitude toward helping students. Stay current on advising policies.

8. Assist the Chair with divisional duties including but not limited to: scheduling, program planning, and curriculum and catalog development.
9. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair to establish goals and evaluate performance.
10. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.
11. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
12. Communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.
13. Represent the College in a professional manner to all constituencies and the general public.
14. Perform other related duties as assigned by the Division Chair and College Administration.

### **Minimum Qualifications**

1. Credentials appropriate for the content areas they teach, knowledgeable in subject matter through training and experience and effective in teaching their assigned subjects (*CoARC Standard 2.16*)
2. Applied Science Associate degree Respiratory Care
3. Three years experience, with at least one year in Adult Critical Care and Emergency settings.
4. Current RCP from the State of Texas
5. Current BLS Healthcare Provider

### **Preferred Additional Qualifications**

1. Registered Respiratory Therapist (RRT).
2. Current ACLS Provider
3. Current PALS Provider
4. Current NRP Provider