



The employee is required to talk clearly and hear accurately. The employee is required to stand; walk; use hand to finger, handle, or feel; reach with hands and arms; and stoop, kneel, crouch, or crawl. The employee occasionally lifts and/or moves up to 10 pounds. Specific vision ability required by this job includes close vision, distance vision, color vision, and ability to adjust focus. The employee shall remain free of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment by the District.

**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. The noise level in the work environment is that of a classroom setting.

**REPORTS TO** LWIT Administrator

#### **GENERAL RESPONSIBILITIES**

1. Reports to the Administrator of LWIT for coordination of health science program with other LWIT programs.
2. Provides for instructional support, supervision, and leadership.
3. Coordinates the activities of the Health Sciences programs throughout the school district.
4. Coordinates the administrative tasks associated with the operation of the department, including staff assignments, scheduling, and policy recommendations.
5. Assesses the effectiveness of the program and staff.

#### **SPECIFIC RESPONSIBILITIES**

1. Coordinates with health science department chair and advisory committees regarding agendas for program and department meetings as needed.
2. Conducts CTAS evaluations for Health Science staff.
3. Provides for student feedback as to the effectiveness of the Health Science Program and its courses.
4. Assures the attainment and maintenance of the health science program compliance and accreditation standards with the American Dental Association, the Florida State Board of Nursing, and the State Department of Education.
5. Supervises the cooperative education component of the Health Science Program.
6. Arranges for qualified instructional and clinical substitutes.

7. Develops the Health Science budget and coordinates expenditures.
8. Coordinates practical nursing clinical schedules with off-site healthcare facilities and other educational institutions.
9. Maintains compliance with all programs' OSHA safety standards.
10. Maintains contractual agreements with all clinical sites for health science.
11. Reviews and directs the revision of health science curriculum and tests.
12. Assists in health science textbook selections and adoption procedures.
13. Assists in the development of health science programs throughout the school district.
14. Maintains and approves payroll records for health science staff.
15. Coordinates maintenance of health science equipment and inventory of supplies.
16. Coordinates Health Sciences Department public relations activities and media support.
17. Conducts orientations for new health science staff and students.
18. Performs other such duties as assigned by the Administrator of Lorenzo Walker Institute of Technology.