Title III Allied Health Curriculum Specialist

**Department:** Department

**Job Status:** Full Time

**FLSA Status:** Exempt

**Reports To:** Dean of Allied Health Services

**Grade/Level:** Admin/Prof I-H

**Amount of Travel Required:** As needed

**Work Schedule:**
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

**Positions Supervised:** None

**Contract Length:** 12 months

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**GENERAL STATEMENT OF DUTIES:**

Assist faculty with the assessment of Allied Health educational programs. Assist to develop curricula for electronic delivery of Allied Health education. Coordinate and assist Nursing and EMS faculty during the course planning, development and pilot process. Curriculum Specialist will assist in evaluation of curricula needs of area employers and will work with faculty to develop and design curricula that meets those needs. The Curriculum Specialist will work with faculty and the Title III staff to ensure that instructional design goals lead to accomplishing the Title III grant outcomes.

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**MAJOR RESPONSIBILITIES:**

- Job duties include communicating, evaluating, monitoring, presenting, organizing, and researching.
- Assist to design, organize, and implement online, and/or hybrid health program curriculum
- Assist faculty to develop curricula for online and/or hybrid delivery
- Participate in training on Learning Management System and other professional development as appropriate.
- Participate in departmental and Title III meetings when appropriate
- Advise and assist in the inventory and distribution of all Title III equipment.
- Work with college staff to institutionalize new practices and improvements according to the project schedule.
- Assist in ensuring successful, timely accomplishment of activity’s implementation strategies and approved objectives.
- Ensure that required evaluation data are gathered.
- Maintain records of all aspects of the activity
- Establish and maintain effective communication channels with students and faculty

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**POSITION CHARACTERISTICS:**

Demonstrated knowledge and experience in designing, organizing, and implementing online, and/or hybrid health program curriculum

Ability to relate well with faculty/staff/administrators

Proficiency with PC and relevant software applications and audio/visual equipment required
MINIMUM QUALIFICATIONS:

Bachelor’s degree in Instructional Design, Computer Science or related field
Minimum three years of experience with development and/or delivery of distance learning
Direct work experience in health professions clinical field of practice, preferable in education role preferred

Signatures:

__________________________________________  ________________________________
Title III Allied Health Curriculum Specialist  Date

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Dean of Allied Health Services  Date

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Executive Vice President for Instruction  Date

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President  Date