



Position Title: CONTINUING EDUCATION INSTRUCTOR-PHLEBOTOMY

Location	All campuses
Hours	Up to hours/week
Salary Range	\$25/00 per hour
Job Classification	Non-Exempt
Security Sensitive	Y e s
Division	Continuing Education
Department	Allied Health
Reports to	Director of Continuing Education

II. Education Requirements:

GED, High School Diploma, Certification in Phlebotomy.

III. Qualifications:

5 Years of work related experience in the field of instruction.

IV. Essential Functions:

The purpose of this position is to conduct classroom and/or clinical training leading to a Phlebotomy Certification. This is accomplished by providing instruction and demonstration to students during the classroom portion of this course. Instructors may be extended to monitor and supervise students during clinical as well as to provide additional hands on instructional sessions as well. This position is responsible for maintaining required student records including attendance, grading, student progress, and student progress, and skills training. The Phlebotomy Instructor communicates with the Continuing Education Director. The Phlebotomy Instructor communicates with the Director matters related to attendance, grading, student progress, clinical site coordination, examination scheduling and other pertinent information essential to the Phlebotomy program.

V. Job Responsibilities:

- Knowledge of Phlebotomy regulations, policies and procedures.
- Excellent organizational, communication and interpersonal skills.
- Ability to effectively present information to students.



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- Ability to utilize various teaching methods such as lectures, discussions and demonstrations.
- Ability to plan, coordinate, manage, direct classroom, skills lab and clinical training experience for students.
- Maintain required student records including attendance, grading, student progress, and clinical documentation.
- Coordinate class scheduling, clinical site assignments, assist with inventory for labs and other related duties as assigned by the Continuing Education Director.

VI. Other Responsibilities:

Will participate in Quality Enhancement Plan (QEP) and in compliance with SACSCOC.

Will participate in College responsibilities such as Institutional Effectiveness Committee, Task Force, etc.

VII. Travel Requirements:

May be required to travel between CBC campuses as well as various clinical sites.

VIII. Environment:

Work is generally performed in a classroom and lab setting.

I have been presented with the job description for the position of:

Continuing Education Instructor - Phlebotomy

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____