

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Medical Laboratory Technician Instructor/Program Director

Job #07-139

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Medical Laboratory Technician Instructor/Program Director, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under the direction of the Division Dean, Biological, Health and Environmental Sciences and Workforce Education, teach courses for Associate Degree Medical Laboratory Technician (MLT) and Health Technologies students with diverse learning styles. Responsible for all aspects of the MLT program to include but not limited to budget preparation and management; program planning and direction; continued NAACLS accreditation and approval; development, validation, evaluation and revision of program objectives and courses. Monitor and oversee all students in clinical rotations and prepare all clinical schedules. Maintain records both on campus and at clinical sites. Attend college, faculty, professional, and community advisory group and agency meetings. Assist in the coordination and execution of program student recruiting, mentoring and advising.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also have the opportunity to serve on District and college committees and participate in campus extra-curricular activities.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's degree in Clinical Laboratory Science, Microbiology, Biology or a related discipline **OR** the equivalent.
3. A current, active license as a clinical laboratory scientist (CLS) in California **OR** the ability to obtain a California CLS license prior to starting employment.
4. Have nationally recognized certification as a Clinical Laboratory Scientist/Medical Technologist.
5. Three years of experience in clinical laboratory science education that includes teaching courses, conducting and managing learning experiences, evaluating student achievement, providing input into curriculum development, formulating policy and procedure and evaluating program effectiveness.

In addition, successful candidates will demonstrate the following:

1. Experience in developing MLT curriculum and working with academically and culturally diverse students.
2. Experience in grant writing, fund raising and obtaining outside financial resources.
3. Certifications in health technology areas such as phlebotomy, and ECG.
4. Experience with educational methods and administration as well as current accreditation and certification procedures.

APPLICATION PACKET:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. A cover letter detailing your qualifications, skills and abilities as they relate to the position.
3. A current resume of all work experience, formal education and training.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
5. Photocopies of all college transcripts.
6. Copy of a current license as a CLS.
7. Copy of a nationally recognized certification as a Clinical Laboratory Scientist/Medical Technologist.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

SALARY RANGE: \$49,414-\$81,154 annually plus benefits; actual placement is non-negotiable and is based on applicant's verified education and experience.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance. Faculty are also eligible for paid sabbatical leaves and stipends for educational and professional development.

-OVER-

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site:

<http://hr.fhda.edu/benefits>

TERMS OF EMPLOYMENT: Full-time, Tenure-track position, 10 months per year.

STARTING DATE: Fall 2007

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>