Position Title: **Clinic Support Faculty**

Department: Academic Affairs/Health Center

Reports to: Dean of Clinics

Classification/ FLSA Status: Non-Exempt (Faculty Position) Part-time

Primary Function: Clinic support faculty provide effective instructional support in collaboration with a case doctor. Duties include activities representing instruction, oversight of patient care and service to the college and community.

Key Responsibilities:

A. Instruction

1. Provide support for case doctors while they provide students with an effective guided educational experience in the philosophy, science and art of chiropractic, culminating in a smooth transition from student intern to Doctor of Chiropractic

2. Contribute to the development of the student's knowledge, skills, attitudes and competence in the location, analysis and correction of the vertebral subluxation

3. Assist with the implementation of the clinical educational program in order to meet established standards and desired outcomes

4. Keep abreast of current events, trends, research, literature within the subject matter of the courses he/she is assigned to teach

5. Provide a challenging and supportive learning environment

6. Provide on-going instructional feedback (and remediation as needed) to students

7. Exhibit and role-model a communication style that projects a professional image

8. Proctor exams as directed

9. Assist in providing fully stocked, clean classrooms and report equipment malfunctions as required to the health center administration

10. Meet faculty responsibilities as outlined in the *Faculty Handbook*

11. Commitment to the mission of Sherman College in any way correlated to the position.

B. Professional Development / Scholarship

1. Participate in activities that enhance individual, personal and professional growth

2. Acquire new skills for program enhancement and development. For example: utilization of technology for course enhancement and administration

3. Set annual professional goals that will contribute to the attainment of college goals and objectives

4. Actively engage in the continuous improvement of teaching and learning through teaching and learning scholarship, clinic and classroom innovation and collaboration

5. Utilize individual and college-wide outcomes information (evaluations) for the ongoing development of his/her professional effectiveness and for the ongoing development of the effectiveness of the Doctor of Chiropractic Educational program

6. Support case doctors in demonstrating student learning outcomes and identify deficiencies in knowledge, skills or attitude in the assigned discipline or topic

    a. Modify teaching style based on assessment results and professional development experiences. Document modifications based on assessment results

7. Maintain certificates and/or licenses necessary for employment eligibility

8. Post and maintain student office hours

9. Provide coverage for his/her responsibilities during foreseen absences

C. Service to the College and Community

1. Lend enthusiastic support to college policies and to faculty members.

2. Participate in the evaluative process for self, department and program

3. Attend commencement exercises, faculty meetings and committee meetings and the annual Lyceum as required.

Assume any other duties that may be assigned by the vice president for academic affairs or the Dean of Clinics

Basic Knowledge and Skills (including but not limited to):

1. A strong desire to share the philosophy, science and art of chiropractic with future Doctor of Chiropractic
2. Required Doctor of Chiropractic degree
3. Strong organizational and supervisory skills
4. Excellent written and verbal communication skills
5. Ability to be assertive and maintain classroom decorum
6. Computer: MS Office, LMS and effective use of Apple teaching technology

Physical demands and work environment:

Physical Demands: While performing the duties of this job, the employee is occasionally required to walk, stand, crouch, kneel, stoop, sit; use hands to finger, grasp, handle or feel objects or controls; reach with hands and arms; talk and hear. Specific vision abilities required by the job include close vision, distance vision and the ability to adjust focus. Carrying, lifting 25 lbs. maximum may be required.

Work environment: While performing the duties of this job the employee works in a controlled work environment and the noise level in the work environment is usually minimal.

General sign-off: The employee is expected to adhere to all company policies and to act as a role model in the adherence to policies.

I have read and understand this explanation and job description:

Signature: _____ Date: _____