Job Description

Job Title:	Curriculum Coach	**Grade:**	MA
Department:	Health Careers	**FLSA:**	Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Health Careers Curriculum Coach exists to provide limited instruction and significant individual coaching to students enrolled in a health program.

Characteristic Duties and Responsibilities:

1. Develop, execute and monitor retention strategies for students in assigned division.
2. Provide individual and group coaching sessions to keep students on track towards completion.
3. Curriculum Instruction (Teach one class per semester; plan and organize instruction in ways that maximize student learning).
4. Develop and maintain a tracking system to evaluate student interventions and progress.
5. Assists students in completing an individualized educational plan.
6. Monitor job outlook for students in related program.
7. Collaborate with Counseling and Advisement to stay current on college and program requirements.
8. Contribute to the selection and development of instructional materials in accordance with course objectives.
9. Learn and use technology to enhance teaching and the educational experience when appropriate.
10. Serve as permanent liaison to Advising Management Team (AMT).
11. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Associate Dean

Direction Given: No authority or responsibility for the supervision of other employees

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade. July 2012

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Minimum Requirements:
Bachelor's Degree from a regionally accredited institution in a Health-related field; at least two years of experience working in healthcare.

Preferred Qualifications:

Master's Degree in a Health related field

At least 5 years' experience working in health education

Knowledge, Skills, Abilities and Worker Characteristics:

Knowledge of Microsoft Office Products

Knowledge of academic and professional principles of health care professions

Blackboard and Moodle experience

Ability to asses and analyze students and provide solutions

Ability to communicate effectively, both orally and written

Ability to work with individuals from diverse backgrounds

Working Conditions:

Typical office environment

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