SHELTON STATE
COMMUNITY COLLEGE

INTENT TO EMPLOY
Posting Date: December 19, 2018
Closing Date: January 31, 2019
DEADLINE EXTENDED

POSITION: Clinical Education Coordinator, Health Information Technology

POSITION AVAILABLE: February 2019

REQUIRED QUALIFICATIONS:
- Bachelor's Degree
- Knowledge of entry-level and advanced health information technology skills including working with specialized HIT software and medical coding systems (ICD-10 CM/PCS, CPT-4)
- Knowledge of and ability to use the following electronic resources in the classroom/office environment: word processing software, presentation software, internet, course management systems, and other commonly used office software and equipment
- Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA) credential
- Minimum of three years of practice experience in health information field
- Effective written and oral communication skills

PREFERRED QUALIFICATIONS:
- Master's Degree
- Teaching experience in a health information technology program at the postsecondary level

SALARY SCHEDULE PLACEMENT: Range of $43,009-$70,138, based upon the Local Salary Schedule C3-3 to be determined by the applicant's education and years of applicable experience. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

DUTIES AND RESPONSIBILITIES:
- Demonstrate an understanding of and commitment to the mission and goals of the community college as well as the Health Services Division and the Health Information Technology Program
- Schedule and coordinate all Health Information student clinical assignments
- Demonstrate and maintain a high level of competence and expertise in the teaching field and subject area
- Teach courses as assigned by the Program Director and design and deliver each course ensuring an effective learning experience
- Submit to the Program Director a course plan for each course taught in accordance with college guidelines
- Provide instruction for Program courses in the day, evening, or online on any Shelton State campus or instructional site
- Implement effective and comprehensive use of current technology and appropriate equipment in instruction
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student

- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Participate in institutional and departmental planning and assessment processes
- Assist with program accreditation requirements
- Demonstrate effective people skills, communication skills, and work ethics
- Participate in recruiting for the Program
- Serve as a college liaison with the health information community
- Assist the Program Director with developing and managing the departmental budget in support of institutional goals and mission
- Advise students regarding academic course offerings as assigned
- Demonstrate ability to use the computer effectively for word processing, electronic communication, and for appropriate computer applications in the teaching discipline
- Seek continuous quality improvement of the Health Information Program curriculum, instruction, and resources
- Participate in college events and functions
- Comply with policies of the Alabama Community College System and the College
- Post and maintain regular office hours in accordance with prevailing policy
- Participate in faculty meetings, division/department meetings, and discussions about curriculum, teaching-learning techniques, teaching materials, and other instructional related activities
- Submit a Professional Growth Plan, in accordance with Board policy, for approval by the President prior to pursuing advancement in rank
- Assist in the development of the departmental class schedule
- Demonstrate commitment to:
  - student retention and success
  - challenging and cultivating student achievement beyond the classroom
  - supporting a diverse population of learners
  - working in a participatory and collegial setting
  - supporting continuous improvement of curricula and services
  - participation in professional growth activities relative to subject area
- Serve on College committees as required
- Participate in professional development, compliance, performance excellence, and training activities required
- Perform other duties as assigned by supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in-person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of:
- ✓ A cover letter of application specifically detailing and relating the applicant's education, certifications, licenses, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.

✓ A copy of current license to practice as a RHIT or RHIA in the state of Alabama.
✓ A copy of all postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

Application materials must be mailed, emailed, or hand delivered to:

Office of Human Resources

Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **January 31, 2019 at 5:00 p.m.** Absent special circumstances, incomplete or late application packets will eliminate the possibility of an interview.

IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:

Meeting Minimum Requirements: For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

Salary Calculation: For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.