

**ULTRASOUND TECHNOLOGY INSTRUCTOR
(SONOGRAPHY "GENERAL ULTRASOUND" INSTRUCTOR)
PART & FULL TIME
ATI College
Review begins August 20, 2007**

ATI College seeks qualified candidates for consideration of employment in this full and part-time contracted, teaching position.

DUTIES AND RESPONSIBILITIES

- Prepares for and instructs, through traditional classroom, laboratory, and clinical modules, in the discipline of Diagnostic Medical Sonography.
- Coordinates and administers the Diagnostic Medical Sonography program in compliance with accreditation standards.
- Provides availability and accessibility to students for purpose of academic consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication;
- Communicates expectations and establishes clear grading criteria through appropriate instructional means, to include but not limited to developing course syllabi, handouts, and materials supporting the instructional process; evaluates student progress and provides clear, timely feedback;
- Participates in department or general faculty meetings; in-service training; curriculum development; academic consulting; workshops or seminars; service on college boards or committees, or other activities within the scope of the position;
- Complies with state and federal law applicable to professional duties and responsibilities;
- Follows established procedures in areas such as printing, turning in grades, course material orders, office support, safety and health issues and related administrative processes;
- In addition, faculty may:
 - Supervise paraprofessional employees or direct the work of assigned intern/externship students.
 - Advise student clubs or associations.

REQUIRED COMPETENCIES (Minimum Qualifications)

- Acceptance of the responsibility to promote the welfare and best interests of students at all times.
- Acceptance of and willingness to support the role that ATI College serve in postsecondary education, and specifically the mission, values, goals and objectives of the ATI College.
- Ability to perform assigned duties in a manner consistent with applicable laws, regulations and goals of the institution and the ATI College.
- A demonstrated understanding of and value for the contributions that a diverse workforce can make to the success of both the organization and the students we serve.
- An earned Associate's or higher degree in Diagnostic Medical Sonography from an accredited institution.
- Three years of relevant work experience in the field of Diagnostic Medical Sonography.
- Hold two of the specialty examination certifications offered through the American Registry of Diagnostic Medical Sonography.

PREFERRED COMPETENCIES (Desirable Qualifications)

- An earned Bachelor's or higher degree in Diagnostic Medical Sonography or a related field.
- An earned Master's degree from an accredited institution.
- Recent, college-level teaching experience.
- Administrative experience.
- More than three years of Diagnostic Medical Sonography experience.
- Familiarity with Accrediting Commission of Career School and Colleges of Technology standards and procedures.
- Ability to employ various format and styles in teaching.

- Additional certifications in echocardiography and/or vascular technology through ARDMS or CCI.

TERMS OF EMPLOYMENT

TBD.

CONDITIONS FOR EMPLOYMENT

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the U.S. This is an absolute condition of employment. In addition, ATI maintains a drug free work and learning environment and prohibits smoking in all college buildings/premises. ATI College employees must be able to successfully work in and promote a multicultural and diverse work and educational environment. Requires Criminal background check; if using personal vehicle for travel, proof of driver's license and car insurance required.

APPLICATION PROCEDURES

Incomplete applications will not be considered. A complete application consists of the following numbered items:

1. **An official application.**
2. **A cover letter addressing your qualifications as applied to the responsibilities of this position.**
3. **A comprehensive resume.**
4. **Names, addresses, and telephone numbers of three professional references.**
5. **College transcript(s) - copies of transcripts are acceptable at time of application; transcripts must show applicant name, name of institution, and awarded degrees/certificates**

Must request **official** application (resumes will not substitute for official application) by visiting the **ATI College, 12440 Firestone Boulevard, Suite 2001, Norwalk, CA 90650-4328** or send e-mail to ruben@ati.edu or phone college office at **(562) 864-0506**.

Person(s) with a disability may request special accommodations for receiving and completing the application process. Requests for special services may be made on an individual basis by calling **(562) 864-0506**.

APPLICATION CLOSING DATE

Applications will be accepted until this position is filled. However, the screening parties for this position will begin reviewing applications on **May 1, 2007**. Applications are encouraged prior to that time to ensure consideration.

All application materials submitted become property of the ATI College. Personal copies need to be made prior to submitting application materials. The ATI College does not provide copying services.

ATI College is an equal opportunity / affirmative action employer and as such, ensures that all persons shall have equal employment opportunities regardless of race, color, religion, gender, national origin, age, marital or veteran status, the presence of nonjob-related medical condition or disability, or any other legally protected status.