

ESTABLISHED 1979

NAVAJO TECHNICAL UNIVERSITY

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## POSITION DESCRIPTION

**POSITION:** Associate Veterinarian/Veterinary Technology Instructor  
**DEPARTMENT:** Veterinary Technology Program  
**REPORTS TO:** Director of Veterinary Teaching Hospital  
**EFFECTIVE DATE:** 9/24/2019

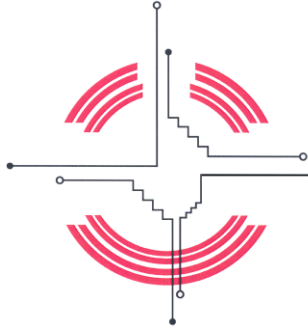
### JOB PURPOSE:

This 12-month, grant-funded, staff/instructor, salaried position provides direct instruction of Veterinary Technology Program students and facilitates a meaningful and effective learning experience of the course competencies in the classroom, field, and laboratory settings. Provides direct instruction in Veterinary Technology and Animal Science for students. Provides professional clinical support to the NTU Veterinary Teaching Hospital in small and large animal medicine, surgery, and dentistry. Provides assistance to Land Grant Program activities. Provides outreach, and performs research. Employee handles veterinary emergencies and provides weekend clinic by assignment. Employee assists with livestock feeding, watering, and care on rotating schedule during holidays and breaks, and when student workers are unavailable.

*This position description indicates in general the nature and levels of work, knowledge, skills, and abilities. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required or assigned to this position.*

### JOB DUTIES & RESPONSIBILITIES:

- Plans, evaluates, implements and revises as necessary, an overall written instructional plan in Veterinary Technology, including syllabi and course outlines that embody the national accreditation standards of the American Veterinary Medical Association (AVMA) and regulations of the New Mexico Board of Veterinary Medicine.
- Organizes and instructs classes and labs in Veterinary Technology from twelve (12) to sixteen (16) student credit hours per semester, including direct instruction, supervised practicum, laboratory, clinical, and field experience, instructional planning and preparation, grading assignments, tests and performance, tutoring, submitting attendance records, and planning student conferences.
- Organizes and conducts essential skills labs for students and maintains records.
- May be assigned to teach Animal Science courses.
- Teaches all courses in accordance with approved schedule of classes and approved course descriptions.
- Evaluates student performance systematically and creates and maintains accurate, confidential student performance records.
- Conducts and prepares reports of assessments in regard to performance measures that meet AVMA, HLC and NTU requirements and uses data to improve instruction.
- Actively seeks additional ways to improve instruction and to update and/or revise course content and teaching methodology in order to maintain currency and relevance to AVMA accreditation standards.
- Prepares students for the Veterinary Technician National Examination and state exams.
- Uses a variety of instructional techniques and methodologies, such as:

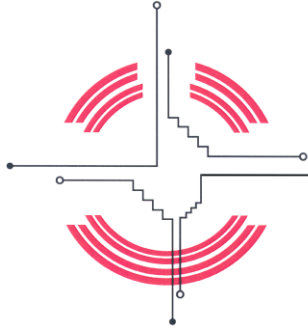


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- Student discussion of cases, questions and issues in the subject areas;
  - Laboratory and field practicum activities using technical equipment and handling real-time animal science, care, and treatment situations;
  - Practical situational problem-solving;
  - Direct participation in action research projects including gathering data, outlining procedures, sampling, handling samples, data entry, evaluating, summarizing, etc.;
  - Use of audiovisual equipment, distance-learning technology, computerized instruction, outside presenters, long and short-term assignments, student teams, library research, and other current materials and methods appropriate to the courses taught.
- Uses current texts, materials, teaching aids and techniques in the assigned subject areas.
  - Maintains current professional knowledge of the assigned subject areas.
  - Collaborates with Director in ordering textbooks, learning materials, tools, and equipment.
  - Submits regularly to Director and maintains all Veterinary Technology Program, Veterinary Teaching Hospital, and Land Grant Program material on the common network server.
  - Maintains knowledge of NTU degree requirements, programs and course transfer information.
  - Maintains regular office hours for students and faculty.
  - Submits student grades and assessment reports in a timely manner.
  - Assists Director with student admission requirements.
  - Assists Director with student advisement on academic curricula.
  - Collaborates with Director in student referral for academic counseling and/or alcohol and substance abuse counseling as needed.
  - Takes all necessary and reasonable safety precautions to protect staff, students, clients, community members, materials, equipment and facilities.
  - Assists with maintaining current inventory of all equipment, tools, and supplies.
  - Provides feedback on work and assignments to students, faculty and Director.
  - Provides accurate and timely reports and documents as assigned; may be required to submit regular reports.
  - Assists in program reviews and accreditation guidelines with regard to student academic achievement and their success on outcomes.
  - Participates in and develops efforts to recruit and retain students.
  - Participates in research and grant-writing to acquire funding for food and agriculturally-based projects for the Land Grant Program and related programs, students, and community.
  - Maintains and submits required USDA and other research reports according to published guidelines.
  - Serves as an advisor to student clubs.
  - Assists students in obtaining internships, externships, and practicum sites.
  - Provides quality customer service for clients and quality small and large animal veterinary services by performing office procedures, physical examinations, laboratory and diagnostic procedures, anesthesia, surgery, preventative medicine, dentistry, emergency care, breeding soundness and lameness examinations, herd-health management, consultations, etc., as assigned.
  - Provides emergency and after-hours services.
  - Communicates, in writing and verbally, and collaborates regularly with Director and staff regarding veterinary services, program activities, community services/outreach, research, etc.
  - Works closely with Director, staff, and students in planning and conducting services outside of classroom and clinical instruction.



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- Provides appropriate veterinary care for strays, unwanted animals, and/or feral animals in a manner consistent with the Navajo Nation Animal Control and New Mexico Board of Veterinary Medicine regulations as approved by the Director.
- Operates the latest version of the veterinary hospital database and other software programs such as Avimark, MyPaks, etc.
- Assists with community outreach, education, and services and other land grant projects such as youth camps, conferences, workshops, and demonstrations as assigned.
- Participates in full regalia in official graduation ceremonies.
- Participates in faculty meetings, career and technical education meetings, and other meetings and committees as required or assigned.
- Maintains confidentiality of all privileged information.
- Performs other duties as assigned by Director or any higher-level authority to which the Director reports.

#### **SUPERVISION RESPONSIBILITIES:**

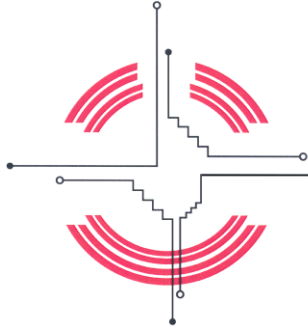
- Supervises students during laboratory and clinical work, community service/outreach, and research work.
- Some supervisory responsibilities of veterinary technicians.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Doctor of Veterinary Medicine (DVM) degree, in good standing, from an AVMA-accredited institution.
- Current New Mexico Veterinary and Pharmacy licenses in good standing. (New graduates and non-New Mexico licensed DVM's will be given ample time, approximately 75 days, to obtain these licenses following job offer and acceptance. Non-new graduate DVM's must be licensed in good standing in other state(s). New graduates are DVM's recently graduated from an AVMA-accredited veterinary school within 180 days and have not practiced as an employed DVM. Continued employment beyond the above mentioned time-frame for obtaining licenses will be contingent upon successful attainment of these licenses.)
- Current Federal Drug Enforcement Agency (DEA) Pharmacy license in good standing. (New graduates and licensed DVM's will be given ample time, approximately 100 days, to obtain this license following job offer and acceptance. Non-new graduate DVM's must be licensed with no DEA violations. New graduates are DVM's recently graduated from an AVMA-accredited veterinary school within 180 days and have not practiced as an employed DVM. Continued employment beyond the above mentioned time-frame for obtaining DEA license will be contingent upon successful attainment of this license.)
- Maintain DVM continuing education according to the New Mexico Board of Veterinary Medicine regulations.
- Current membership in a veterinary-related professional organization, i.e. AVMA.
- Maintain veterinary liability coverage while practicing, i.e. AVMA-PLIT.
- Valid and clean state driver's license.
- Must be able to pass background check, with NO prior convictions of any felonies and no history of child abuse and/or neglect.
- Must not have previous violation as a practicing DVM.

#### **PREFERRED QUALIFICATIONS:**

- Board Certification in a Veterinary discipline.



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- Three or more years of successful mixed animal veterinary practice experience in animal care, support, and customer service.
- Two or more years of veterinary technology, veterinary school, or equivalent university teaching experience as an AVMA and state credentialed Doctor of Veterinary Medicine.
- Documented participation in ongoing professional development activities, and/or publication or formal review of professional literature.
- Experience in research related to the veterinary field.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

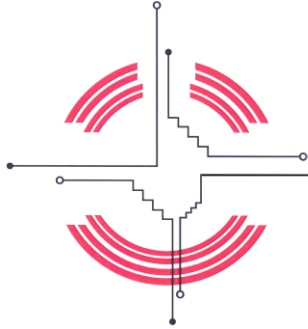
- Ability to be respectful of and courteous to all staff, personnel, clients, and students.
- Knowledge of applicable federal, state, county and local laws, regulations, and requirements including the New Mexico Veterinary Practice Act, Navajo Nation Animal Control, and FERPA.
- Ability to maintain confidentiality per HIPPA, FERPA, and privacy act.
- Knowledge of current veterinary theory and practice.
- Knowledge of techniques and practices in the field.
- Knowledge of university policies and procedures.
- Knowledge of instructional policies and procedures.
- Knowledge of AVMA accreditation guidelines.
- Skill in operating modern computers, office equipment, office practices and procedures.
- Ability to write reports and business correspondence.
- Ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to students.
- Ability to present materials effectively to individual students or groups.
- Ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.
- Ability to work independently and meet strict time lines.
- Ability to oversee the work of students.
- Ability to plan, implement, and evaluate community needs.
- Ability to react calmly and effectively in emergency situations.
- Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds.
- Ability to communicate effectively in the English language.

#### **PHYSICAL DEMANDS:**

- While performing the duties of this job, the employee frequently sits, stands, walks, bends, stoops, and squats.
- Use hands for dexterity of motion, repetitive movement of both hands.
- Stoop, bend, kneel or crouch.
- Required to climb or balance.
- Have normal or corrected auditory and visual acuity, and verbal communication skills.
- Employee must occasionally lift and/or move and carry up to 75 pounds.

#### **WORK ENVIRONMENT**

- Work is generally performed in an office, classroom, laboratory, clinic, and outdoor environment.
- Surgical masks, safety goggles, gloves and protective face shields may be required as PPE.
- Exposure to dust, chemicals, temperature variances, bodily fluids, and equipment with moving parts.



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- Exposure to various weather conditions, dust, debris and hazards common at sites may occur while performing outdoor duties.
- Tight time constraints and multiple demands are common.
- Evening and/or weekend work will be required. Extended hours and irregular shifts will be required.

***The Navajo Nation Preference in Employment Act applies to all hiring, promotions or transfers of individuals into this position.***