



Moraine Park Technical College Hiring Standards

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PROGRAM AREA: 10-101-1 Accounting	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

<ul style="list-style-type: none"> • Supervises accounting personnel • Recommends and/or sets up accounting systems • Examines, analyzes and interprets accounting records • Computes tax returns • Prepares financial statements • Analyzes statement 	<ul style="list-style-type: none"> • Uses accounting related computer applications • Reconciles accounts • Interprets financial records to management • Estimates revenues and expenses • Maintains manufacturing cost systems
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EDUCATIONAL STANDARDS

Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-106-6 Administrative Professional

LAST REVIEW DATE: 8/3/2015

SUBJECT MATTER EXPERT: Associate Dean of Business and IT

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

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| <ul style="list-style-type: none"> • Perform administrative and decision-making tasks • Disseminate information (mail, telephone messages, etc.) • Compose / review and answer correspondence • Collect data for report preparation-utilizing various reference sources • Maintain office confidentiality • Type/keyboard business correspondence, forms and reports etc. • Maintain files (paper and electronic) • Maintain financial records • Prepare documents utilizing information processing technology • Communicate with public • Use a computer in solving business problems • Handle routine correspondence • Proofread documents, i.e. records and forms • Operate reprographic equipment • Compute amounts by operating calculator or numerical keyboard • Process orders for supplies or services • Train employees on office technology and software • Coordinate Customer service training • Apply integrating software packages • Coordinate projects • Attend meetings, take minutes, and type minutes or reports | <ul style="list-style-type: none"> • Install and set up procedures for software on personal computer • Use data communication technology/software • Perform desktop publishing activities • Operate graphic and presentation software • Arrange travel • Use public relations skills • Use appropriate telephone response/usage • Schedule office appointments and maintain calendars • Process incoming-outgoing mail • Handle banking and other financial transactions • Organize office procedures • Complete routine administrative details • Use an in-depth knowledge of company policy and structure • Coordinate meetings, conferences, workshops • Coordinate the development or revision of manuals, brochures, and other publications • Prepare brochures, fliers, and other specialized documents • Research (using the Internet, etc.) • Set up web-conferencing • Download/upload electronic data • Purchase via E-Business • Prepare effective presentations using presentations software |
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EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-601-1 Air Conditioning, Heating & Refrigeration Technology	LAST REVIEW DATE: 8/6/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR
Design heating, ventilating and air conditioning systems, HVAC & R systems testing, install HVAC & R systems, research and development, heat load analysis and systems costing, HVAC & R systems troubleshooting.

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> • Universal Refrigerant Certification preferred. • OSHA-30 Cardholder preferred.



PROGRAM AREA: 10-550-1 Alcohol and Other Drug Abuse Services	LAST REVIEW DATE: 9/2/2015
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SUBJECT MATTER EXPERT: Associate Dean of Human Services

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

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|---|---|
| <ul style="list-style-type: none"> • Case Management • Individual Counseling • Assessment / Screening • Group Counseling • Treatment Planning • Crisis Intervention • Information Management/Record Keeping • Family Counseling • Referral | <ul style="list-style-type: none"> • Diverse Population Counseling • Counselor Trainer • Supervision of Others • Prevention Education (Community) • Staff Development • Program Coordination • Education and Training (Program Delivery) • Community Organization • Influencing and Implementing Public Policy |
|---|---|
- ** All job duties must be in the area of AODA (Alcohol and Other Drug Abuse).

EDUCATIONAL STANDARDS

Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS

- Alcohol and Drug Counselor Certification and Clinical Supervisor Certification preferred.



PROGRAM AREA: 10-602-3 Automotive Technology & 32-404-2 Automotive Technician	LAST REVIEW DATE: 12/8/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Diagnose and repair: <ul style="list-style-type: none"> - ignition systems - transmissions (stick and automatic) - power trains - brakes - electrical / electronic/instrumentation - alignment - suspension - cooling systems - hydraulic systems - steering systems - climate control systems 	<ul style="list-style-type: none"> • Rebuild engines (gas and diesel) • Diagnose and repair hybrid vehicles • Engine diagnostics • Brakes systems service and diagnosis • Estimating work orders and customer relations • Engine overhaul and transmission repair • Ignition systems service • Drive train service • Automotive electrical/electronics systems troubleshooting • Coolant, heating and air conditioning systems troubleshooting • Lubrication troubleshooting • Fuel systems troubleshooting and service • Chassis/suspension service • Automotive-diesel diagnostics and repair

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
ASE Certification required.

BASIC EDUCATION STANDARDS

PROGRAM AREA: 850 Basic Education **LAST REVIEW DATE: 9/8/2015**

SUBJECT MATTER EXPERT: Dean of Basic Education

EDUCATIONAL STANDARDS

ONE of the following options:

- (1) BA/BS with 20 semester credits in an academic area (Math, Reading, English) AND *3 credits of Reading Instruction or Teaching Methods OR
- (2) DPI Secondary Education license in an academic area (Math, Reading, English), Special Needs Education, or Technical Education

**In lieu of 3 credits of Reading Instruction or Teaching Methods, a minimum of 1 year of teaching experience may be considered.*

OCCUPATIONAL EXPERIENCE

Two (2) years of teaching experience is preferred

ADDITIONAL INFORMATION

Candidates will be required to complete the Basic Skills Assessment as part of the interviewing process.



BASIC EDUCATION STANDARDS

PROGRAM AREA: 862 Career Education

LAST REVIEW DATE: 9/8/2015

SUBJECT MATTER EXPERT: Dean of Basic Education

EDUCATIONAL STANDARDS

Must either meet the minimum hiring standards for the [850-Basic Education](#) or [861-ESL](#) program areas OR must be trained as either a counselor or in an area related to counseling.

ADDITIONAL INFORMATION

Certifications in any of the following areas are preferred:

- career development
- higher education trends
- job seeking skills
- the labor market



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BASIC EDUCATION STANDARDS

PROGRAM AREA: 860 Computer Basics **LAST REVIEW DATE:** 9/8/2015

SUBJECT MATTER EXPERT: Dean of Basic Education

EDUCATIONAL STANDARDS

Must meet minimum educational and/or occupational experience standards for one of the following program areas: [850-Basic Education](#), [861-ESL](#), [106-Administrative Professional](#), [106-Legal Administrative Professional](#), [150-IT Network Specialist](#), [154-IT Technical Support Specialist](#), [152-IT Web Developer](#)

ADDITIONAL INFORMATION

Candidates must be found to be proficient in computer basics as determined by the Dean of Basic Education. (See Page 2) Demonstration of competencies is waived for candidates who either hold a minor in Computer Science or meet the hiring standards for the 106, 150, 154, or 152 program areas listed above.





Competencies Required for 860 Computer Basics Instructor Certification

Computer Setup:

Recognize and describe the function of

- Monitor, Mouse, Keyboard, CPU
- Various storage media
- Printer, Speakers, Network Connection, Jack

Monitor:

- Adjust screen properties (color, size, font size)
- Clean screen

Keyboard:

- Connect the keyboard to the main computer
- Identify and use special keys (i.e.; Alt, Esc, Del, Ins, Ctrl)
- Use key combination if needed (i.e.; Alt/Control/Delete)

Printers:

- Familiar with Ink Jet and Laser Printer
- Connect the printer to the printer port on the computer
- Load paper (sheet feed, form feed)
- Change the ink cartridge or toner
- Use the printer software to clear a print job
- Clear a paper jam from a printer

Storage Devices

- Locate storage areas/devices on My Computer
- Manage removable storage media
- Describe proper care of CDs/DVDs

Mouse:

- Manipulate the mouse to point and select item displayed on the monitor
- Explain the use of Single Click vs. Double Click
- Explain when to use Left Click vs. Right Click
- Configure mouse for right- or left-handed use

Speakers:

- Connect and use speakers
- Adjust speaker volume (if controls are present)
- Adjust the volume from the operating system software

Basic Operation and Troubleshooting:

- Connect /disconnect cables
- Start the computer and connected peripherals
- Shut down the computer
- Understand use of Task Manager
- Understand the need for updates of the operating system and software; perform updates if appropriate

File Management:

- Use Windows Explorer to view My Computer
- Locate a file in a folder
- Save a document or file to a specific drive in a specific folder (directory)
- Create a folder
- Rename a folder
- Delete a file or folder
- Find a file on a drive (any folder)
- Move a file to a new folder on the same drive
- Copy a file to a new folder on the same drive
- Copy a file to a location (folder) on a different drive or different media (flash drive)
- Install a program to the hard drive
- Remove a program from a hard drive

Common Activities:

- Open a program (application)
- Close a program (application)
- Open multiple windows (applications)
- Minimize, maximize, restore an application
- Restore an application from the Taskbar
- Access Toolbars in an application

Document Creation/Formatting/Enhancement:

- Open an application and create a new document
- Edit the text content of a document
- Copy text within a document
- Paste text within a document
- Move (cut and paste) text within a document
- Change the font style (type) within a document
- Change font size within a document
- Add **Bold**/Italics/Underlining within a document
- Center text on a page
- Set margins in a document
- Add a graphic (clip art) to a document
- Add a graphic (picture) from a file to a document
- Resize and locate a graphic within a document

Document Management:

- Retrieve a document
- Edit a document
- Spell Check a document
- Save a document
- Save a document with a different name
- Print a document



Acceptable Use Policy:

- Understanding district policy, including policies on Internet access
- Copyright laws pertaining to Internet materials
- Net etiquette
- Methods of sharing files without using email
- Understand confidentiality and privacy issues
- Security issues such as releasing key personal information on the Internet

Information Management:

- Find a specific URL
- Save a graphic from a web page
- Save the text from a web page
- Locate a "Search Engine" web site
- Use a search engine to locate specific information

Internet Browsers:

- Identify a browser (Internet Explorer, FireFox, Chrome etc.)
- Describe the function of browser menu buttons
- Locate a web site using the URL
- Add, locate, and delete Bookmarks / Favorites
- Print a web page from a browser
- Clear the cache / history folder from a browser

Wireless:

- How to connect to a wireless access point
- Understand basic wireless security

E-Mail:

- Configure an e-mail application for your e-mail address
- Identify the components of an e-mail address
- Send an e-mail message
- Retrieve an e-mail message
- Forward an e-mail message
- Redirect an e-mail message
- Reply to an e-mail message
- Send an attachment with an e-mail message
- Receive an attachment with an e-mail message
- Open an e-mail message attachment
- Create and update an address book

I am able to perform the function of all the items listed:

Signature of Instructor requesting 860-000 WTCS Certification

Date

Print Name

I have verified performance of these competencies.

Name of Dean or Supervisor

Date

District: _____

BASIC EDUCATION STANDARDS

PROGRAM AREA: 861 English as a Second Language (ESL)

LAST REVIEW DATE: 9/8/2015

SUBJECT MATTER EXPERT: Dean of Basic Education

EDUCATIONAL STANDARDS

BA/BS with at least 20 semester credits in ONE of the following: English, ESL, Teaching English as a Foreign Language (TEFL), Vocational English as a Second Language (VESL), Teaching English as a Second Language (TESL), or Applied Linguistics

OCCUPATIONAL EXPERIENCE

Two (2) years of teaching experience is preferred

ADDITIONAL INFORMATION

Candidates for full-time faculty positions are required to perform a teaching demonstration as part of the interviewing process.



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PROGRAM AREA: 31-475-2 Building Trades Construction Worker (*Currently Suspended)	LAST REVIEW DATE: 8/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Blueprint Reading: properly interpret residential and commercial blueprints; communicate using freehand sketches and scale size drawings, and draft construction drawings • Prepare building estimates from given blueprints. • Erect concrete forms such as footing forms, wall forms, beams, skirt, bridging, and sheathing • Install all parts of a typical ceiling assembly such as ceiling joists and stay lath • Install all parts of typical roof assemblies such as common rafter, hip rafters, valley rafters, hip and valley jacks, trusses, and roof sheathing • Install various roof covering such as asphalt or fiberglass shingles, wood shingles or shakes, and roll roofing 	<ul style="list-style-type: none"> • Install various types of siding such as wood bevel, plywood, boards, vinyl, and aluminum • Install various interior wall finishes such as paneling and drywall • Install various interior finishing products such as doors, windows, base trim, door and window casing, wood floors, cabinets, and stairs • Receive building materials: including material manifest inventory/verification, on site storage, and staging • Practice construction safety: including OSHA (Occupational Safety and Health Administration) standards, ladder and scaffold erection, rough terrain vehicles, cranes, material lifting, and trench safety • Utilize transits for site layout, installing footings, concrete, walls, and structural steel alignment

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> • Program currently suspended. • OSHA-30 Cardholder preferred

PROGRAM AREA: 10-102-3 Business Management	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Plan activities in cooperation with the employees • Organize all the resources to enable successful operation • Direct the activities of employees 	<ul style="list-style-type: none"> • Control the work operation to help the overall business • Make necessary decisions to best facilitate the accomplishment of above.

EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)





PROGRAM AREA: 50-410-9 Carpentry Apprentice; Associated Builders and Contractors (ABC)	LAST REVIEW DATE: 12/8/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Form Building: footings, foundations, floors, beams, walls, pilasters, stairs. • Rough Framing: floor framing, wall framing, roof framing, stair work, scaffold building, residential and commercial construction. • Outside Finishing: siding, application of cornice, outside wall trim, setting window and door frames, and roof covering. 	<ul style="list-style-type: none"> • Inside Finishing: application of door and window trim, fitting and installation of doors and windows, baseboards, cabinet and countertop installation, and stair work. • Hardware Fitting: application of exterior and interior door and window hardware. • Interior Systems: metal studs, drywall installation, and acoustical ceilings.

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Requires an apprenticeship completion certificate from the Wisconsin Bureau of Apprenticeship Standards (BAS) OR a federally registered program

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> • Department of Workforce Development (DWD) 295.02(2)(b)6 states "... Apprenticeship instructors shall meet the educational and occupational requirements of the Wisconsin Technical College System Board, or be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction." • OSHA-30 Cardholder preferred.



PROGRAM AREA: 10-523-1 Chiropractic	LAST REVIEW DATE: 12/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Chiropractic Radiology • Chiropractic Office Procedures • Chiropractic Office Management • Marketing of Chiropractic Care and Services • Conjunctive Therapy 	<ul style="list-style-type: none"> • Insurance Processing • Assistance in Chiropractic Exams • Patient Education • Front desk activities such as accounting, scheduling, collections

EDUCATIONAL STANDARDS
Bachelor's degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
No Program Director or Accreditation.



PROGRAM AREA: 10-607-5 Civil Engineering Technician-Structural	LAST REVIEW DATE: 8/6/2015
SUBJECT MATTER EXPERT: Associate Dean of Manufacturing	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Structural Detailer • Material Testing • Building Codes • Design / Drafting • Cost Estimates • Electrical Design and Layout • Construction Inspection and Observation 	<ul style="list-style-type: none"> • Heating & AC (Air Conditioning) Design and Layout • Surveying for Construction Change • Blueprint Reading • Production Control and Scheduling • Concrete Design / Test • Carpentry / Supervision • Computer Applications [CAD (Computer Aided Design), Word, Excel]

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

PROGRAM AREA: 32-444-2 CNC/Tool and Die Technologies

LAST REVIEW DATE: 11/5/2015

SUBJECT MATTER EXPERT: Associate Dean of Manufacturing



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|---|---|
| <ul style="list-style-type: none"> • Statistical Process Control (SPC) experience • Programming Computer Numerical Control (CNC) Turning and Machining Centers • Advanced Manual Programming and Edits (i.e. Using Tool Offsets and Work Offsets) • Utilized 2D & 3D CAM (Two- and Three-Dimensional Computer Aided Machining) Software (i.e. Mastercam, Esprit, Surfcam, ProEngineer, Unigraphics) • Networking of machines • Programming Coordinate Measuring Machine (CMM) | <ul style="list-style-type: none"> • Programming Electrical Discharge Machine (EDM) • Geometric dimension and tolerances • Integrate Computer Aided Design Drafting (CAD) • Interpreting Engineering Drawings • Metrology • Operating Electrical Discharge Machine (EDM) • Computer Numerical Control (CNC) Machine Tool Set-Up • Computer Numerical Control (CNC) Machine Tool Operation |
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EDUCATIONAL STANDARDS

Associate Degree and Journeyworker Card

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

- Experience with the following is preferred:
- Concurrent Engineering or Top-Down Engineering
 - Lean Manufacturing processes
 - Six Sigma process



PROGRAM AREA: 103-Computer Software Courses (no degree) Self-paced / Computer Literacy	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	



EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> Form 103 should be used to verify instructor credentials. (See next page.)

103 Computer Software Programs
Credit and Adult Continuing Education Credit

College _____

Instructor Name _____

I am requesting certification approval to teach 103 computer software programs based on my education and/or occupational experience that has provided me with knowledge/skills necessary to teach in this area.

Instructor
Signature _____

Date _____

List all software programs that you are qualified to teach:

List related education – formal and informal (date, course title, hours, location, etc.) as it pertains to the software you will be teaching:

--

List Occupational Experience (employer, dates, duties, hours, etc.) as it relates to the software you will be teaching:

--

APPROVAL: I have ascertained that this instructor has sufficient competence to teach the software program(s) listed above.

Program Manager
Signature _____

Date _____



PROGRAM AREA: 50-413-9 Construction Electrician Apprentice Associated Builders and Contractors (ABC)	LAST REVIEW DATE: 12/8/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> Residential, commercial and industrial wiring system installation and repair. Construction and installation of conduits, control panels, high voltage equipment, generators, transformers, and motors. Installs programmable and numerical controllers. Uses specialized equipment: oscilloscopes, power factor meters, etc. Uses basic and electrical math and algebra. Comply with electrical code. Uses hand tools, power tools, ladders, scaffolding, and hoisting and riggings. Sizes building wire systems. Installs boxes, fixtures, electrical circuits, control devices, equipment, and wiring systems. Read schematics/wiring diagrams. Must have a working knowledge in job safety. 	<ul style="list-style-type: none"> Installing and troubleshooting control systems including heating, ventilation and air conditioning (HVAC) and refrigeration. Working knowledge of: <ul style="list-style-type: none"> Current Voltage Resistance Direct Current (DC) and Alternating Current (AC) Circuits Magnetism Inductance and Capacitance Measurement Inductive Circuit Transistor/Electrode Relays Symbols Installing Wiring Systems Programmable Controllers Low Voltage Systems (i.e., fire alarms, data, telecommunication)

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Requires an apprenticeship completion certificate from the Wisconsin Bureau of Apprenticeship Standards (BAS) OR a federally registered program

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> Department of Workforce Development (DWD) 295.02(2)(b)6 states "... Apprenticeship instructors shall meet the educational and occupational requirements of the Wisconsin Technical College System Board, or be a subject matter expert, which is an individual, such as a journeyworker, who is recognized within an industry as having expertise in a specific occupation; and have training in teaching techniques and adult learning styles, which may occur before or after the apprenticeship instructor has started to provide the related technical instruction." OSHA-30 Cardholder preferred.

PROGRAM AREA: 10-504-2 Corrections Science/ Criminal Justice - Corrections	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Human Services	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Intake Interviewing • Counseling • Security Supervision • Probation / Parole 	<ul style="list-style-type: none"> • Corrections Training • Admissions-Orientation • Supervision of Inmates

EDUCATIONAL STANDARDS
Master's Degree in Criminal Justice, Corrections Science, Social Work with an emphasis in Corrections or Criminal Justice, or a related field of study.

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

PROGRAM AREA: 31-502-1 Cosmetology	LAST REVIEW DATE: 8/6/2015
SUBJECT MATTER EXPERT: Associate Dean of Manufacturing	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|--|--|
| <ul style="list-style-type: none"> • Facials, Skin Care and Make-up • Permanent Waving • Chemical Hair Relaxing • Hair Coloring • Hair Styling • Wigs and Wefts • Manicuring • Artificial Nails/Extensions • Shampooing • Safety and Sanitation • Hair and Scalp Treatments | <ul style="list-style-type: none"> • Haircutting, Beard and Mustache Shaping and Trimming • Management Practices • Salon Layout and Design • Hair Extensions • Scheduling Clients • Inventory Control • Product Sales/Marketing • Shaving • Working Knowledge of Laws and Codes |
|--|--|

EDUCATIONAL STANDARDS

Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS

Cosmetology Diploma Program with completion of Wisconsin Licensing Exam and completion of a Cosmetology Instructors course approved by the Wisconsin Department of Safety and Professional Services Instructors Certification

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PROGRAM AREA: 10-316-1 Culinary Arts	LAST REVIEW DATE: 8/6/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|---|--|
| <ul style="list-style-type: none"> • Catering • Computer Technology Related to Food Service • Garde-Manger • Recipe Conversion • Portion Control • Food Purchasing • Quality Food Control • Sanitation and Safety | <ul style="list-style-type: none"> • Inventory Control • Food Preparation • Nutritional Analysis of Menus • Work with State Licensing and Inspection Codes • Scheduling • Cost Control • Organize/Plan/Direct Kitchen Supervision |
|---|--|

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS

Instructors must provide documentation of current certification as a ServSafe Instructor or ServSafe Food Manager and a copy of a minimum 90% test score by the National Restaurant Association Solutions.



PROGRAM AREA: 10-104-3 Digital Marketing	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Determine the need for and availability of financial resources to facilitate marketing activities • Develop and implement procedures and methods for continuous gathering, analyzing, and disseminating of information to facilitate marketing decisions • Determine an exchange price at which buyer and seller perceive optimum value for the good or service 	<ul style="list-style-type: none"> • Manage the process of developing product or service mix in response to market opportunities • Communicating information about products, services, images, and/or ideas to influence purchase behavior • Manage marketing activities to optimize the relationships of potential loss to gain

EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-307-1 Early Childhood Education/ Childcare Services	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Working knowledge of Department of Children and Families (DCF) rules and regulations • Early childhood staff development and management • Program planning and development • Curriculum development • Supervision of staff and student teachers 	<ul style="list-style-type: none"> • Assess, plan, and implement inclusive and developmentally appropriate activities • Teacher / caregiver of young children • Work directly with diverse groups of children and parents

EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of five (5) years (10,000 hours) of appropriate occupational experience within the past five years in a job related to the program(s) being taught.

PROGRAM AREA: 31-413-1 Electricity AND 31-413-2 Electrical Power Distribution	LAST REVIEW DATE: 12/8/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Equipment operation - overhead and underground residential distribution (URD) related equipment • Erect, maintain, repair wood poles and metal towers, cable and related equipment • Installation and servicing of transformers, generators, conductors, underground distribution • Ability to string wire conductors, electrical power distribution • Familiar with safety rules, Occupational Safety and Health Administration (OSHA) and Department of Transportation (DOT) requirements, electrical code, rigging, right of way, climbing equipment, and tree trimming • Proficient in map reading, surveying, specifications and drawings, and being computer literate 	<ul style="list-style-type: none"> • Working knowledge of: <ul style="list-style-type: none"> - Alternating Current (AC) - AC (Alternating Current) Circuits - Parallel Circuits - AC (Alternating Current) Instruments and Meters - Line Design - Street Light Circuits - Underground Distribution - Limiting Equipment - Electrical Motors - Series Circuit Resistance and Impedance - Capacitors and Capacitor Reactance - Series Circuits (i.e. R, XL, XC) - Substation Design - Operation and Maintenance

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Requires an apprenticeship completion certificate from the Wisconsin Bureau of Apprenticeship Standards (BAS) OR a federally registered program

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> • Apprenticeship or Journeyman Card required. • Commercial Driver's License (CDL) required for EPD program. • OSHA-30 Cardholder preferred.



Moraine Park Technical College Hiring Standards

PROGRAM AREA: 10-531-1 EMS/Paramedic	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Human Services	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

Pre-hospital emergency care to include the following in accordance with scope of practice :	
<ul style="list-style-type: none"> • Patient Assessment • Airway and Respiratory Management • Cardiac and Pulmonary Arrest Management • Oxygen and Oxygen Resuscitation Management • Management of Bleeding and Shock • Application and Inflation of PASG (pneumatic anti-shock garments) • Care and Treatment of Soft Tissue Injuries • Care and Treatment of Fractures and Dislocations • Care and Treatment of Spinal Injuries • Care and Treatment of Injuries to the Head, Face, Neck, and Spine • Care and Treatment of Injuries to the Chest, Abdomen, and Genitalia • Care and Treatment of Non-Traumatic Medical Emergencies [i.e., Diabetes, Epilepsy, cardiovascular accident (CVA), Acute Abdomen, Poisoning, etc.] • Emergency Childbirth 	<ul style="list-style-type: none"> • Management of Burns and Exposure to Hazardous Materials • Environmental Emergencies • Psychological Emergencies • Lifting and Moving Patients • Patient Extrication and Immobilization Techniques • Ambulance and Emergency Vehicle Operation • Administrative Functions of EMS • Body Substance Isolation • EMS Communications • Basic and 12 lead EKG (electrocardiogram) interpretation • Administration of inhaled medications • Initiation, maintenance, and discontinuance of IV (intravenous) and IO (intra-osseous) lines • Administration of IM (intramuscular), IV, IO, PO (by mouth), and SQ (subcutaneous) medications and/or fluids as allowed by administrative rule

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience as a Paramedic within the past five (5) years. Must have experience with pre-hospital emergency care.

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
<ul style="list-style-type: none"> • Must hold current license/certificate as an Emergency Services Instructor I or II issued by the State of Wisconsin - Department of Health Services - Emergency Medical Service (EMS) Section. • Must be presently licensed or eligible for licensure by Wisconsin Department of Health Services as an Emergency Medical Technician-Paramedic. • Must hold current certification with the National Registry of Emergency Medical Technicians at the Paramedic level. • Must hold current Basic Life Support Instructor certification with the American Heart Association required.

ADDITIONAL INFORMATION
<ul style="list-style-type: none"> • Current Fire Fighter II certification preferred.

PROGRAM AREA: 10-457-1 Fabrication Technologies

LAST REVIEW DATE: 8/6/2015

SUBJECT MATTER EXPERT: Associate Dean of Manufacturing



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|--|--|
| <ul style="list-style-type: none"> • Knowledge of Metallurgy • Use Plasma, laser and water jet cutting systems and forming processes • Use Computer Numerical Control (CNC) programming • Plan layouts and operational sequences for the most effective fabrication procedure • Form and weld metal products • Use shop mathematics to accurately accomplish layout, machining, and assembly tasks • Operate machine tools such as saws, grinders, brakes, rolls, drill presses, and shears • Perform cutting and preheating using a hand-held oxyacetylene torch • Design and construct templates and fixtures as needed for production requirements | <ul style="list-style-type: none"> • Operate machine tools such as lathes, milling machines, and surface grinders; press brake set-up and operation • Use welding processes including shielded metal arc (SMAW-stick welding); gas metal arc (GMAW-mig); gas tungsten arc (GTAW-tig); and flux core arc (FCAW) using iron, steel, stainless steel, aluminum, and other metals • Perform pipe layout, cutting, fitting, and welding • Apply safe working practices to all aspects of machine tool operations, welding and material handling • Use inspection techniques • Use shop drawings and job specification in a production environment |
|--|--|

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

Upon hire must be able to form certifiable welds in the following processes: FCAW, SMAW, GMAW and GTAW

PROGRAM AREA: 503-Fire Education and Training (ACE/non-credit courses only)	LAST REVIEW DATE: 11/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Human Services	

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE/TRAINING STANDARDS
A current Fire Instructor Level I or Emergency Services Instructor I or higher certificate shall be on file for all Fire Education and Training courses, except that a 503 Communication Course may be taught by an instructor holding current WTCS certification in 801 Communication Skills.



GENERAL EDUCATION STANDARDS

PROGRAM AREA: 801 Communication **LAST REVIEW DATE: 9/15/2015**

SUBJECT MATTER EXPERT: Dean of General Education

EDUCATIONAL STANDARDS

- Master's Degree in the content* area being taught, OR
- Master's Degree in any field/discipline and 18 graduate credits in the content* area being taught

**Content areas may include English, Reading Instruction, Journalism, Speech (not drama or theater), Communication or Literature (if appropriate)*

MINIMUM EDUCATIONAL STANDARDS FOR FACULTY TEACHING ONLY THIN-LAYER AND OCCUPATIONAL COURSES

- Bachelor's Degree including 20 semester credits in any combination of English, Reading Instruction, Journalism, Speech (not drama or theater), Communication or Literature (if appropriate)



GENERAL EDUCATION STANDARDS

PROGRAM AREA: 890 General Studies	LAST REVIEW DATE: 1/8/2016
SUBJECT MATTER EXPERT: Dean of General Education	
EDUCATIONAL STANDARDS	
Associate Degree	
ADDITIONAL INFORMATION	
General Studies courses may be taught by an individual who has earned a minimum of an Associate Degree and meets the hiring standards for either an academic or occupational program.	



GENERAL EDUCATION STANDARDS

PROGRAM AREA: 804 Mathematics

LAST REVIEW DATE: 9/15/2015

SUBJECT MATTER EXPERT: Dean of General Education

EDUCATIONAL STANDARDS

- Master's Degree in Mathematics, OR
- Master's Degree in any field/discipline and 18 graduate credits in Mathematics

MINIMUM EDUCATIONAL STANDARDS FOR FACULTY TEACHING ONLY THIN-LAYER AND OCCUPATIONAL COURSES

- Bachelor's Degree including 20 semester credits in Mathematics

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GENERAL EDUCATION STANDARDS

PROGRAM AREA: 806 Natural Science

LAST REVIEW DATE: 9/15/2015

SUBJECT MATTER EXPERT: Dean of General Education

EDUCATIONAL STANDARDS

- Master's Degree in the content* area being taught, OR
- Master's Degree in any field/discipline and 18 graduate credits in the content* area being taught

**Content areas may include Biology, Chemistry, Earth Science, or Physics*

MINIMUM EDUCATIONAL STANDARDS FOR FACULTY TEACHING ONLY THIN-LAYER AND OCCUPATIONAL COURSES

- Bachelor's Degree including 20 semester credits drawn from the recognized science disciplines of Biology, Chemistry, Earth Science, or Physics, with a minimum of twelve semester credits in the discipline being taught

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GENERAL EDUCATION STANDARDS

PROGRAM AREA: 809 Social Science

LAST REVIEW DATE: 9/15/2015

SUBJECT MATTER EXPERT: Dean of General Education

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EDUCATIONAL STANDARDS

- Master's Degree in the content* area being taught, OR
- Master's Degree in any field/discipline and 18 graduate credits in the content* area being taught

**Content areas may include Psychology, Sociology, Political Science, Economics, History, Anthropology, Geography, or Philosophy*

ADDITIONAL INDIVIDUAL COURSE STANDARDS:

- An individual who meets one of the above options to teach Social Science courses and has either completed 6 graduate credits in ethics or earned a PhD meets the standards to teach ethics courses.
- An individual who meets one of the above options to teach Social Science courses and has completed 6 graduate credits in diversity meets the standards to teach diversity courses.

MINIMUM EDUCATIONAL STANDARDS FOR FACULTY TEACHING ONLY THIN-LAYER AND OCCUPATIONAL COURSES

- Bachelor's Degree including 20 credits drawn from the recognized social science disciplines of Psychology, Sociology, Political Science, Economics, History, Anthropology, Geography, or Philosophy, with a minimum of twelve semester credits in the discipline being taught

PROGRAM AREA: 10-204-3 Graphic Communications

LAST REVIEW DATE: 8/3/2015

SUBJECT MATTER EXPERT: Associate Dean of Business and IT

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|--|--|
| <ul style="list-style-type: none"> • Production Art • Typesetting • Layout • Paste-up • Tissue overlays • Mockups - Comps • Concepting • Layout & Design • Illustration • Ink color selection • Print specifications • Paper selection and specification • Check and read proofs • Manage multiple projects • Work on Macintosh and / or PC (Personal Computer) platform • Set up scans for layouts • Set up and work photoshoots | <ul style="list-style-type: none"> • Estimate and cost jobs • Edit • Work with customers • Prepare digital files for output • Preflight digital files • Develop, spot and process color layouts • Develop and construct digital layouts • Choose appropriate styles and formats • Work with printers and prepress services • Design with software specifically: <ul style="list-style-type: none"> - QuarkXPress - Photoshop - Illustrator - Pagemaker • Oversee quality control of design projects • Track time and expenses spent on projects |
|--|--|

EDUCATIONAL STANDARDS

Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 818-Group Dynamics (ACE/non-credit courses only)	LAST REVIEW DATE: 11/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Human Services	

EDUCATIONAL STANDARDS
Associate Degree

OCCUPATIONAL EXPERIENCE/TRAINING STANDARDS
Department of Transportation Instructor Certification



PROGRAM AREA: 10-530-1 Health Information Technology/ Medical Coding	LAST REVIEW DATE: 12/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Technical analysis and evaluation of health records. • Statistical compilation, display and retrieval of health information. • Coding and abstracting health information. • Medicolegal and correspondence procedures. • Health record storage, retrieval and control procedures. • Patient registration. • Specialized health information registry procedures. 	<ul style="list-style-type: none"> • Health care facility and medical staff committee procedures. • Utilization review procedures. • Patient care evaluation. • Management/supervision health information department. • Computerized applications (database systems and network environs). • Total Quality Management (TQM) techniques and processes.

EDUCATIONAL STANDARDS
Master's Degree for both instructor and Program Director

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience in the field of medical coding and/or health information technology within the past five (5) years.

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
<ul style="list-style-type: none"> • Faculty can be Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) • Commission for Accreditation on Health Informatics and Information Management / American Health Information Management Association (CAHIIM / AHIMA) program standards state that a program director must be either a Registered Health Information Administrator (RHIA) or Registered Health Information Technician (RHIT) with a baccalaureate degree.

PROGRAM AREA: 501-107 Introduction to Healthcare Computing Course (no degree)	LAST REVIEW DATE: 9/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience within the past five (5) years in a health program area.

ADDITIONAL INFORMATION
The following are also eligible to teach this course: <ul style="list-style-type: none"> Individuals who meet the minimum hiring requirements in any health program area with documented experience through job experience or education/training, which includes the mastery of computer skills and experience with electronic health records



PROGRAM AREA: 501-101 Medical Terminology Course (no degree)	LAST REVIEW DATE: 9/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience within the past five (5) years in a health program area.

ADDITIONAL INFORMATION
The following are also eligible to teach this course: <ul style="list-style-type: none"> • General Education faculty members who have previously taught Medical Terminology or who meet the minimum hiring standards for Anatomy and Physiology or the Human Body in Health and Disease • Individuals who meet the minimum hiring requirements in any health program area with documented experience through job experience or education/training



PROGRAM AREA: 501-108 Pharmacology for Allied Health course (no degree)	LAST REVIEW DATE: 12/4/2015
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SUBJECT MATTER EXPERT: Associate Dean of Health

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience within the past five (5) years in a health program area.

ADDITIONAL INFORMATION
The following are also eligible to teach this course: <ul style="list-style-type: none"> • Individuals who meet the minimum hiring requirements in any health program area with documented experience through job experience or education/training, which includes the mastery of computer skills and experience with electronic health records



PROGRAM AREA: 10-116-1 Human Resource Management	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

<ul style="list-style-type: none"> • Select and terminate employees • Oversee Human Resources department and specialists • Handle Equal Employment Opportunities (EEO) and Affirmative Action Plan • Plans and carries out policies relating to Human Resources • Perform duties listed in Dictionary of Occupational Titles (D.O.T.) 166.117-010 and 166.117-018 	<ul style="list-style-type: none"> • Develops job descriptions and compensation packages • Negotiates / implements employment contracts • Develops / implements training programs • Develops / implements safety plans • Analyze risk factors and develop Risk Management Plan • Develops / Coordinates Employee Assistance Program
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EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-206-4 Interactive Media	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

<i>A minimum of four of the following duties are required:</i>	
<ul style="list-style-type: none"> • Computer Animation • Character Design, Modeling, and Articulation for Computer Graphics (CG) • Color-Key Painting for Interactive Animation • Computer Graphic (CG) Mapping/Surfacing • Computer Graphic (CG) Modeling • Concept Art/Design 	<ul style="list-style-type: none"> • Digital Animation Concept Development • Digital Modeler • Interactive Graphic Design • Level/Set Design and Computer Graphic (CG) Construction • Motion Graphics Design • Storyboarding

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-150-2 IT – Network Specialist	LAST REVIEW DATE: 1/8/2016
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

An individual will have performed one or more of the following duties directly related to assignment:

- Analyze, develop, and support a network environment, e.g. design, test, install, maintain, administer or monitor network systems.
- Design, develop, test, implement, or maintain information technology security.
- Analyze, develop, and support application software, e.g. design, build, test, implement, or maintain applications, software, or data structures.
- Build, support, repair, or maintain various types of computer hardware, e.g. provide technical support or diagnostics.
- Provide enterprise technical support at the operating system, network, hardware, and application or user level.
- Develop, maintain, and support a database management system.
- Develop, maintain, and support integrated data, video, and voice communications systems.

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

- Current CompTIA Network+ Certification preferred.



PROGRAM AREA: 10-154-4 IT – Technical Support Specialist	LAST REVIEW DATE: 1/8/2016
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

An individual will have performed one or more of the following duties directly related to assignment:

- Analyze, develop, and support application software, e.g. design, build, test, implement, or maintain applications, software, or data structures.
- Analyze, develop, and support a network environment, e.g. design, test, install, maintain, administer or monitor network systems.
- Build, support, repair, or maintain various types of computer hardware, e.g. provide technical support or diagnostics.
- Provide enterprise technical support at the operating system, network, hardware, and application or user level.
- Design, develop, test, implement, or maintain information technology security.
- Develop, maintain, and support a database management system.
- Develop, maintain, and support integrated data, video, and voice communications systems.

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

- Current CompTIA A+ Certification preferred.

PROGRAM AREA: 31-152-7 IT – Web Developer	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

An individual will have performed one or more of the following duties directly related to assignment:

- Analyze, develop, and support application software, e.g. design, build, test, implement, or maintain applications, software, or data structures.
- Analyze, develop, and support a network environment, e.g. design, test, install, maintain, administer or monitor network systems.
- Build, support, repair, or maintain various types of computer hardware, e.g. provide technical support or diagnostics.
- Provide enterprise technical support at the operating system, network, hardware, and application or user level.
- Design, develop, test, implement, or maintain information technology security.
- Develop, maintain, and support a database management system.
- Develop, maintain, and support integrated data, video, and voice communications systems.

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

PROGRAM AREA: 10-196-1 Leadership Development	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- A minimum of four of the following duties are required:
- Responsible for planning, organizing, leading, controlling, and coordinating in designated areas of responsibility
 - Coordinate people and business activities, budget, and oversee records control
 - Hire, train, motivate, discipline, terminate, lead, and supervise staff
 - Assign duties to staff and prepare work schedules and budgets
 - Review operations, write reports, enforce regulations, and help staff solve work problems
 - Handle complaints and promote continuous improvement
 - Manage Support services of business, agency, or organization. Direct activities concerned with the purchase or sale of materials or services; clerical functions, benefit programs, and deal with outside organizations on matters such as business services and contracts

EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-106-3 Legal Administrative Professional	LAST REVIEW DATE: 8/3/2015
SUBJECT MATTER EXPERT: Associate Dean of Business and IT	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

Legal Administrative Professional - performs duties below utilizing knowledge of legal terminology and law practice and procedures:

- | | |
|--|--|
| <ul style="list-style-type: none"> • Prepare documents utilizing information processing equipment • Perform administrative and decision-making tasks • Review and answer correspondence • Collect data for document preparation • Maintain office confidentiality • Type/keyboard business correspondence, reports, and legal documents • Maintain files (paper and electronic) • Operate reprographic equipment • Process orders for supplies or services • Bookkeeping or record keeping • Train employees on office equipment • Install and set up procedures for software on personal computer • Transcribe dictation | <ul style="list-style-type: none"> • Arrange meetings/travel • Process incoming/outgoing mail • Meet and greet persons (public and phone) • Possess public relations skills • Possess proofreading and editing skills • Handle routing correspondence • Compute amounts by operating a calculator • Receive and deposit money from customers • Attend meetings, take and transcribe minutes • Use a computer in solving business problems • Use legal library and research skills • Perform legal related research activities • Coordinate meetings, conferences, workshops • Research information (using the Internet, etc.) • Use e-mail, electronic communication devices, |
|--|--|

EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

PROGRAM AREA: 10-602-3 Marine Power Equipment	LAST REVIEW DATE: 11/5/2015
SUBJECT MATTER EXPERT: Dean of Economic and Workforce Development	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- Diagnose and repair
 - Ignition systems
 - Transmission systems
 - Power trains
 - Electrical/electronic instrumentation
 - Cooling systems
 - Hydraulic systems
 - Steering systems
- Rebuild engines (gas and diesel)

EDUCATIONAL STANDARDS

Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-606-1 Mechanical Design Technology	LAST REVIEW DATE: 12/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Manufacturing	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

Experience in performing at least half of these duties:	
<ul style="list-style-type: none"> • Drafting • Designing • Production Planning • Drafting Layout • Electronics, Pneumatics and Mechanical Equipment • Design Research • Technical Writing • Design checking 	<ul style="list-style-type: none"> • Inspecting • Detailing • Product Research • Math Computations • Cost Estimate for Design • Material Handling Design • Computer Aided Design (CAD) Experience • Jigs and Fixtures

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-620-1 Mechatronics	LAST REVIEW DATE: 8/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Electrical / Electronics Maintenance • Systems Maintenance • Field Service Systems Work • Robotics 	<ul style="list-style-type: none"> • Hydraulics Systems – Troubleshooting and Repair • Pneumatics and Mechanical Systems – Troubleshooting and Repair

EDUCATIONAL STANDARDS
Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)





Moraine Park Technical College Hiring Standards



PROGRAM AREAS: 31-509-1 Medical Assistant & 31-106-2 Medical Office Specialist	LAST REVIEW DATE: 12/2/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<p><u>In an outpatient clinical setting:</u></p> <ul style="list-style-type: none"> • Process billing • Maintain equipment • Inventory control • Schedule medical appointments • Record medical history • Assist specialist • Coding procedures • File medical records • Sterilize instruments, etc. • Obtain blood pressure 	<ul style="list-style-type: none"> • Administer medications • Instruct/educate patients • Medical records control • Assist with surgical procedures • Assist with insurance claims • Participate in community health programs • Assist with examination and treatments • Collect specimens • Basic laboratory testing procedures • Perform electrocardiogram (ECG) and spirometry
<p>Medical assisting faculty and/or instructional staff must be current and competent in the <i>MAERB Core Curriculum</i> objectives (listed below) included in their assigned teaching, as evidenced by education and/or experience, and have instruction in educational theory and techniques.</p> <ul style="list-style-type: none"> • Anatomy & Physiology • Applied Mathematics • Infection Control • Nutrition • Effective Communication • Administrative Functions • Basic Practice Finances • Third Party Reimbursement • Procedural and Diagnostic Coding • Legal Implications • Ethical Considerations • Protective Practices 	

PROGRAM DIRECTOR AND FULL-TIME FACULTY EDUCATIONAL STANDARDS
Bachelor's Degree

PROGRAM DIRECTOR OCCUPATIONAL EXPERIENCE STANDARDS
<ul style="list-style-type: none"> • A minimum of three years of employment in a healthcare facility, including a minimum of 160 hours in an ambulatory healthcare setting performing or observing administrative and clinical procedures as performed by medical assistants. • A minimum of one year teaching experience in postsecondary and/or vocational/technical education.

FULL-TIME FACULTY OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience within the past five years in a job related to the program(s) being taught. Experience in a medical office with an electronic health records system is required.

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Must have a relevant credential or healthcare licensure CMAS, CMA (AAMA), RMA, RN, LPN, NP, MD, DO, PA, CLT



Moraine Park Technical College Hiring Standards

PROGRAM AREA: 10-513-1 Medical Laboratory Technician	LAST REVIEW DATE: 12/8/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

<ul style="list-style-type: none"> • Collect blood specimens • Group and type blood • Prepare and stain slides for diagnostic inspection • Perform microscopic examination of urine, blood and other body fluids 	<ul style="list-style-type: none"> • Analyze urine, blood, and body fluids quantitatively • Perform laboratory procedures in microbiology, blood banking, chemistry, hematology, serology, immunology, urinalysis, and parasitology
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EDUCATIONAL STANDARDS
Master's Degree in a health-related field (required for both faculty member and Program Director)

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience in a job related to the program(s) being taught. Must also have three (3) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
<ul style="list-style-type: none"> • Must have nationally recognized certification as a Clinical (Medical) Laboratory Scientist or Medical Technologist.



PROGRAM AREA: 31-457-2 Metal Fabrication	LAST REVIEW DATE: 8/6/2015
SUBJECT MATTER EXPERT: Associate Dean of Manufacturing	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Knowledge of Metallurgy • Use Plasma, laser and water jet cutting systems and forming processes • Use Computer Numerical Control (CNC) programming • Plan layouts and operational sequences for the most effective fabrication procedure • Form and weld metal products • Use shop mathematics to accurately accomplish layout, machining, and assembly tasks • Operate machine tools such as saws, grinders, brakes, rolls, drill presses, and shears • Perform cutting and preheating using a hand-held oxyacetylene torch • Design and construct templates and fixtures as needed for production requirements 	<ul style="list-style-type: none"> • Operate machine tools such as lathes, milling machines, and surface grinders; press brake set-up and operation • Use welding processes including shielded metal arc (SMAW-stick welding); gas metal arc (GMAW-mig); gas tungsten arc (GTAW-tig); and flux core arc (FCAW) using iron, steel, stainless steel, aluminum, and other metals • Perform pipe layout, cutting, fitting, and welding • Apply safe working practices to all aspects of machine tool operations, welding and material handling • Use inspection techniques • Use shop drawings and job specification in a production environment

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION
Upon hire must be able to form certifiable welds in the following processes: FCAW, SMAW, GMAW and GTAW

PROGRAM AREA: 10-543-1 Nursing	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Nursing	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Nursing assessment of health status of the patient • Develop a nursing plan of care for the patient which includes goals and priorities derived from the nursing diagnosis 	<ul style="list-style-type: none"> • Directly administer nursing care or direct and supervise Registered Nurses and Licensed Practical Nurses, Nursing Assistants, and unlicensed patient caregivers in giving care • Evaluation of nursing care

EDUCATIONAL STANDARDS
Master's Degree in Nursing or expected graduation from an MSN program within one year.

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Licensed as a Registered Nurse (RN) in the State of Wisconsin or a state belonging to the Nurse Licensure Compact (NLC) identified at http://drl.wi.gov/prof_practice_faq_detail.asp?prfaqid=175&profid=27&locid=0 .

ADDITIONAL INFORMATION
Must be in good standing with clinical placements



PROGRAM AREA: 30-543-1 Nursing Assistant

LAST REVIEW DATE: 7/22/2015

SUBJECT MATTER EXPERT: Associate Dean of Nursing

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

- | | |
|---|---|
| <ul style="list-style-type: none"> • Personal care of the patient (bathe, oral hygiene, nail care, shave, shampoo, dress, and undress) • Maintenance of the patient's environment (safety and cleanliness; manage linens, dishes and supplies; make occupied and unoccupied beds) • Physical care and emotional support of the patient (apply protective devices and soft restraints; provide back care; apply elastic stockings; assist with ambulation; position patients; assist with feeding; assist with bedpan; transfer techniques) | <ul style="list-style-type: none"> • Perform treatments and procedures as follows: <ul style="list-style-type: none"> - Vital Signs - Record Food Intake and Elimination - Change Non-Sterile Dressings - Give Enemas - Provide External Care of Catheter and Drainage Systems - Collect Urine and Stool Specimens - Do Sugar Acetone Tests on Urine - Obtain Patient's Weight - Work in Long-Term / Home Care |
|---|---|

EDUCATIONAL STANDARDS

Bachelor's Degree in Nursing

OCCUPATIONAL EXPERIENCE STANDARDS

- A minimum of two (2) years (4,000 hours) of appropriate occupational experience within the past five (5) years as a licensed Registered Nurse in the state of Wisconsin.
- Must have at least one (1) year (2,000 hours) of occupational experience working as a Registered Nurse in a long-term care facility.

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS

- WI RN License
- Meets Wisconsin's Department of Health Services (DHS) approval as a primary instructor of Nurse Aide, Nurse Assistant, Nursing Assistant, and Certified Nursing Assistant [as defined in DHS 129.03(30)(a)] training programs as evidenced by a DHS approval letter on file at the district.
- Meets Wisconsin's Department of Health Services (DHS) approval as a Program Trainer if Licensed Practical Nurse (LPN) is from the State of Wisconsin or a State belonging to the Nurse Licensure Compact (NLC).

ADDITIONAL INFORMATION

- Must be in good standing with clinical placements.
- Minimum of 1 year of Nursing home experience.

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Moraine Park Technical College Hiring Standards

PROGRAM AREA: 97-513-1 Phlebotomy	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

<ul style="list-style-type: none"> • Collect blood specimens • Group and type blood • Prepare and stain slides for diagnostic inspection • Perform microscopic examination of urine, blood and other body fluids 	<ul style="list-style-type: none"> • Analyze urine, blood, and body fluids quantitatively • Perform laboratory procedures in microbiology, blood banking, chemistry, hematology, serology, immunology, urinalysis, and parasitology
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EDUCATIONAL STANDARDS
Bachelor's degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)



PROGRAM AREA: 10-623-8 Process Engineering Technology **LAST REVIEW DATE: 8/6/2015**

SUBJECT MATTER EXPERT: Associate Dean of Manufacturing

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

Experience in a combination of 3 or more of the following areas:

- | | |
|---|---|
| <ul style="list-style-type: none"> • Production Planning • Process Control • Routing • Machine & Process Specification • Inspection • Statistical Process Control (SPC) • Metrology • Manufacturing / Quality Cost Analysis | <ul style="list-style-type: none"> • Lean Manufacturing • Six Sigma • Computer Aided Manufacturing (CAM) or Computer Numerical Control (CNC) Programming and Operating • Robotic Programming and Gripper Design • Tooling and Fixturing Design |
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EDUCATIONAL STANDARDS

Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

Certification in one of the following areas would be beneficial:

- Society of Manufacturing Engineers (SME)
- Certified Manufacturing Engineer
- American Society for Quality (ASQ)
- Certified Quality Technician
- Certified Quality Engineer
- Manufacturing Skills Standards Certification (MSSC)



PROGRAM AREA: 10-526-1 Radiography

LAST REVIEW DATE: 1/7/2016

SUBJECT MATTER EXPERT: Associate Dean of Health

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

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|---|---|
| <ul style="list-style-type: none"> • Basic patient care techniques [blood pressures (BPs), body fluid disposals, transportation, pulse, respiration, physical assessment] • Directly perform wide range of radiologic procedures (radiographic technique selection, positioning patient protection, film processing and record keeping) | <ul style="list-style-type: none"> • Experience in special procedures, ultrasound, tomography, nuclear medicine, radiation therapy, computed tomography (CT) imaging, digital subtraction angiography, and magnetic resonance imaging (MRI) • Patient population to have included trauma, acute and long-term care settings |
|---|---|

EDUCATIONAL STANDARDS

Master's Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught.

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS

- Must hold American Registry of Radiologic Technologists (ARRT) certification, registration in radiography and be in compliance with Continuing Education requirements as established by the ARRT.
- Must satisfactorily complete health requirements;
- Must have current CPR certification as a professional rescuer
- Must have documented compliance with State of Wisconsin Caregiver Background Check Law

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Moraine Park Technical College Hiring Standards

PROGRAM AREA: 10-515-1 Respiratory Therapist	LAST REVIEW DATE: 11/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Health	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Arterial punctures • Airway management and emergency cardiopulmonary resuscitation • Bronchial hygiene and suctioning • Infection control/universal precautions • Oxygen therapy 	<ul style="list-style-type: none"> • Mechanical ventilation • Aerosol therapy including bronchodilators • Age appropriate pulmonary patient care • Assessment of patient's cardiopulmonary status according to therapeutic protocol • Pulmonary function testing

PROGRAM DIRECTOR AND FULL-TIME FACULTY EDUCATIONAL STANDARDS
Master's Degree

PROGRAM DIRECTOR OCCUPATIONAL EXPERIENCE STANDARDS
<ul style="list-style-type: none"> • A minimum of four (4) years (8,000 hours) of appropriate occupational experience in a job related to the program(s) being taught with at least two (2) years in clinical respiratory care. A minimum of one (1) year (2,000 hours) of appropriate occupational experience must have been acquired within the past five (5) years. • Must also have a minimum of two (2) years of post-secondary teaching experience in an accredited respiratory care program. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

FULL-TIME FACULTY OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of four (4) years (8,000 hours) of appropriate occupational experience in a job related to the program(s) being taught with at least two (2) years in clinical respiratory care. A minimum of either one (1) year (2,000 hours) of appropriate occupational experience OR two (2) years of post-secondary teaching experience in the appropriate occupational field must have been acquired within the past five (5) years. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
Must have current certification as a Registered Respiratory Therapist and current state license.



Moraine Park Technical College Hiring Standards

PROGRAM AREA: 10-512-1 Surgical Technology	LAST REVIEW DATE: 7/22/2015
SUBJECT MATTER EXPERT: Associate Dean of Nursing	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Surgical Equipment: <ul style="list-style-type: none"> - Select, assemble, and check equipment for proper function and operation: air-powered equipment, drains and catheter devices, laparoscopic equipment and instrumentation handling, electrosurgical unit, emergency cart, drugs and equipment, fiber optic endoscopes, laser instrumentation, microscopes, operating room table-positioning device, patient transport conveyances, suction-vacuum system, tourniquet devices, surgical overhead and head lights, surgical instruments, video imaging and recording equipment - Evaluate equipment and supplies • Environmental Safeguards: <ul style="list-style-type: none"> - Performs preliminary preparations - Damp dust furniture and equipment - Checks environment for appropriate temperature and humidity - Arranges equipment in operating room - Performs terminal housekeeping duties - Terminal cleaning and disinfecting of instruments and equipment - Prepares and sterilizes/disinfects instruments and equipment - Maintain autoclave sterilization records 	<ul style="list-style-type: none"> • Scrub Duties: <ul style="list-style-type: none"> - Perform surgical hand scrub - Gown and glove self and others - Check or prepare sterile tables - Check or set-up instruments, supplies and equipment for surgical procedures - Count instruments and sharps - Sponges patient and equipment - Prepare suture, staples, materials, drains, catheters, tubing - Mix, label and dispense drugs/solution to surgeon - Pass instruments/supplies to surgical team - Maintain sterility of sterile field - Anticipate need of surgical team - Verify specimens - Apply sterile - Secure sterile instruments and equipment from sterilizers - Remove and dispose of contaminated instruments and supplies - Participate in orientation of new personnel <p style="text-align: right;">Continued →</p>
<p>Section II (Continued)</p> <ul style="list-style-type: none"> • Circulating Duties: <ul style="list-style-type: none"> - Interpret assignments for surgery - Schedule procedure, case cart, equipment additional instruments, and supplies - Ensure above are sterile and appropriate for procedure - Place and open sterile supplies - Assist the surgical team in beginning the procedure - Weigh sponges and record blood loss - Maintain operative records - Replenish routine supplies on sterile field - Prepare, label, and verify specimen - Assist in application of cast materials - Respond appropriately in emergency situations - Utilize computer for securing and maintaining surgeons preference cards and supplies - Restock supplies in operating room - Connect and position operating room equipment to vacuum, air supply, oxygen tank, and electrical outlet 	<ul style="list-style-type: none"> • Patient Care: <ul style="list-style-type: none"> - Verify patient identification, chart, consent, and other necessary information - Provide verbal and tactile reassurance - Transport patient - Transfer patient to and from operating table - Apply safety strap to patient - Assist in insertion of intravenous needle - Induction of anesthesia - Intubation and positioning of patient - Prepare incision site of patient - Apply electrosurgical grounding pad - Catheterize patient - Apply tourniquet equipment

EDUCATIONAL STANDARDS
Associate Degree from accredited Surgical Technology program.

OCCUPATIONAL EXPERIENCE STANDARDS
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A minimum of two (2) years (4,000 hours) of occupational experience in the operating room scrub role, including a minimum of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the field of surgical technology within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

STANDARDS FROM OTHER GOVERNMENTAL AGENCIES, ASSOCIATIONS, OR OTHER SIGNIFICANT GROUPS
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Must possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA).

PROGRAM AREA: 10-527-2 Water Quality Technology/ Apprenticeship	LAST REVIEW DATE: 8/4/2015
SUBJECT MATTER EXPERT: Associate Dean of Trades	



JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR	
<ul style="list-style-type: none"> • Hydraulic fluid analysis and control • Chemical processing • Electrical - instrumentation operations 	<ul style="list-style-type: none"> • Lab analysis • Equipment maintenance • Control physical processes (e.g. sedimentation, filtration, and digestion)

EDUCATIONAL STANDARDS
Bachelor's Degree

OCCUPATIONAL EXPERIENCE STANDARDS
A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

PROGRAM AREA: 31-442-1 Welding

LAST REVIEW DATE: 8/6/2015

SUBJECT MATTER EXPERT: Associate Dean of Manufacturing

JOB DUTIES WHICH AN INDIVIDUAL SHOULD HAVE PERFORMED IF THEY ARE TO FUNCTION AS AN INSTRUCTOR

Welding experience with all or at least most of the following welding processes:

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| <ul style="list-style-type: none"> • Oxy-fuel welding and cutting • Shielded metal arc welding, all positions • Gas tungsten arc welding of aluminum, steel, and stainless steel material; plasma welding and cutting • Flux-core arc welding with self-shielded and gas shielded wires in any diameters • Gas metal arc welding with any diameter solid wire, including pulsed arc transfer | <ul style="list-style-type: none"> • Read blueprints and set up parts • Interpret welding requirements from symbols on blueprints • Quality control experience • Inspection and testing • Use welding codes and procedures |
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EDUCATIONAL STANDARDS

Associate Degree

OCCUPATIONAL EXPERIENCE STANDARDS

A minimum of two (2) years (4,000 hours) of appropriate occupational experience, including a minimum of one (1) year (2,000 hours) of occupational experience within the past five (5) years in a job related to the program(s) being taught. In lieu of one (1) year (2,000 hours) of appropriate occupational experience within the past five (5) years, two (2) years of post-secondary teaching experience in the appropriate occupational field within the past five (5) years may be considered. (Two (2) years of post-secondary teaching experience means eight (8) semesters of part-time teaching or four (4) semesters of full-time teaching at an accredited institution.)

ADDITIONAL INFORMATION

- American Welding Society Certified Welding Inspector (CWI) and /or Certified Welding Educator (CWE), preferred.
- Upon hire, must be able to form certified welds in the following processes: FCAW, SMAW, GMAW and GTAW.

