

Job Description Practical Nursing Instructor

Qualifications for this position are:

1. Shall have a minimum of a Bachelor of Science in Nursing;
2. Three (3) years of clinical experience immediately prior to appointment;
3. Current license to practice professional nursing in Missouri;
4. Vocational certificate by the Department of Elementary and Secondary Education;
5. Member of Professional Nursing Organizations.

Reports to: The Practical Nursing Instructor is responsible to the Practical Nursing Administrator and the Director of the Saline County Career Center.

Job Goal: To prepare persons to perform safely, knowledgeably and ethically as practical nurses.

Terms of Employment: Practical Nursing Instructors are employed on an annual basis for a contract period of fifty weeks at a salary determined by placement on the current Teacher's Salary Schedule.

Evaluation: Practical Nursing Instructors will be evaluated annually by the Director of the Saline County Career Center utilizing the Marshall Public School District Evaluation Plan and Criteria for job performance and other appropriate means, in cooperation with the Practical Nursing Administrator.

Performance Responsibilities:

The Practical Nursing Instructor shall:

1. Abide by the Policies, Rules and Regulations of the Marshall Public School District.
2. Teach classes assigned by the Practical Nursing Administrator.
3. In cooperation with the Practical Nursing Administrator and other faculty members, prepare course syllabi, objectives, outline, lesson plans and evaluation tools for each unit to be taught.
4. Evaluate results of instruction and make appropriate adjustments.
5. Prepare requests for instructional materials such as books, audiovisual aids and supplies for the annual budget and submit them to the Practical Nursing Administrator.
6. Keep records of grades and attendance of students and submit them to the Practical Nursing Administrator at the completion of the course.
7. Maintain a classroom environment that is conducive to learning.
8. Assist the Practical Nursing Administrator in student recruitment and admission.

9. Advise and provide academic assistance to students as appropriate; refer student to Saline County Career Center Counselor for guidance counseling needs.
 10. Maintenance of clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include nursing practice, continuing education, writing for publication and/or participation in professional organizations.
 11. Participate in faculty meetings and provide pertinent input for the progress of students and the improvement of the Practical Nursing Program and the Saline County Career Center.
 12. Provide copies of current license, certifications, continuing education and college transcripts to the Practical Nursing Administrator.
 13. Vocational faculty are to obtain and maintain current vocational teaching certification as outlined by the Department of Elementary and Secondary Education, appropriate to their assigned area of instruction.
9. Be on campus or at assigned work station each contracted day.
 10. Post an office hour and laboratory schedule on office or classroom door and provide a copy to the appropriate Dean and Program Coordinator;
 11. Serve as directed on such faculty committees as may be established;
 12. Be available to serve as consultant or adviser to students or prospective students;
 13. Be available to assist with student registration and orientation functions;
 14. Participate in ongoing student assessment activities and participate in student problem-solving activities in collaboration with the Program Coordinator;
 15. Assist the Coordinator in the ongoing development, implementation, evaluation and revision of the Practical Nursing curriculum;
 16. Assist in the recruitment, admissions, withdrawal and graduation of students;
 17. Assist the Coordinator in the construction, implementation, evaluation and revision of the Practical Nursing curriculum;
 18. Conduct orientation of students to each clinical site and assure appropriate student clinical assignments and learning opportunities for all students;
 19. Provide personal transportation to the clinical site;
 20. Attend and participate in professional meetings, conferences, workshops, courses and ongoing development of clinical expertise;
 21. Serve as faculty advisor to the Practical Nursing Student Organization;
 22. Attend meetings of the Practical Nursing Faculty and the Allied Health Division and serve on committees of either as appointed or elected;
 23. Perform other duties and assume such other responsibilities as requested or assigned by the Practical Nursing Administrator, Director of the Saline County Career Center.
 24. Provide Simulation opportunities for Practical Nursing students within their given courses that are being taught.
 25. One Full time Practical Nursing Instructor will be designated Skill lab Coordinator and assist with simulation in the skills lab.