

**CATEC
POSITION DESCRIPTION**

JOB TITLE: Nursing Aide I & II Teacher (FT – high school)	LOCATION: CATEC
	JOB CLASS CODE:
IMMEDIATE SUPERVISOR: Director – CATEC	PAY GRADE: Teacher
	FLSA STATUS: Exempt

GENERAL DEFINITION OF WORK

Performs instructional duties for **high school** students enrolled in the Nursing Aide I & II curriculum at CATEC. Central to the program is the management and conduct of a classroom and practical laboratory for teaching the related skills to high school students and preparing them take their state board exam to be a licensed CNA.

ESSENTIAL FUNCTIONS

The minimum performance expectations include, but are not limited to, the following actions:

- Meets and instructs the students(s) in the locations and at the time designated;
- Develops and maintains the physical environment of the classroom and lab that is conducive to effective learning within the limits of resources provided by the system;
- Prepares for classes assigned and shows evidence of preparation upon request of the immediate supervisor;
- Integrates the use of technology and academic skills in the development of technical skills;
- Maintains and integrates current occupational competencies;
- Encourages students to set and maintain high standards of classroom behavior;
- Provide hands-on experiences to students.

Provides an effective program of instruction to include:

- Develops and facilitates a flipped classroom model of instruction
- Utilizes a learning management system to facilitate content delivery
- Teaches Medical terminology and CPR/ First Aid as part of students' dual enrolled credits
- Schedules and implements state board testing yearly;
- Prepares for Board of Nursing review every 2 years;
- Schedules and supervises students in clinicals for 40 hours in local nursing home;
- Utilizes a variety of instructional skills;
- Demonstrates knowledge of child growth and development;
- Utilizes materials and resources in accordance with the adopted curriculum and consistent with the physical limitations of the location provided;
- Demonstrates mastery of content area;
- Takes all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
- Documents and submits student progress, grades, attendance, and completion of competencies following policies and practices;
- Maintains and upholds school policies and procedures;
- Maintains records as required by law, system policy, and administrative regulations;
- Assists in upholding and enforcing school rules and administrative regulations;
- Makes provision for being available to students and parents for education-related purposes within contractual commitments;
- Attends and participates in faculty and department meetings;
- Cooperates with other members of the staff in planning instructional goals, objectives, and methods;
- Assists in the selection of books, equipment, and other instructional materials;
- Works to establish and maintain open lines of communication with students, parents, and colleagues concerning both the academic and behavioral progress of all students;
- Establishes and maintains cooperative professional relations with others;
- Assists students in the development of student portfolios;
- Performs related duties as assigned by the administration in accordance with the school/system policies and practices;
- Provides an effective, up-to-date learning laboratory;
- Develops effective working relationship and advisory committee with local industry;
- Orders, sets-up, maintains, and monitors use of health care equipment and material;
- Maintains a clean and organized work environment.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of managing a Nursing Aide classroom and curriculum to include medical terminology, anatomy and physiology, human growth and development, infection control, nutrition and careers in health care.

An ideal candidate would have the following:

- 3 - 5 years of experience working with high school students;
- Willingness to be flexible and adapt to change;
- Enthusiasm for the teaching profession and desire to work with high school aged students;
- Ability to take initiative and maintain control of the classroom;
- Thorough knowledge of instructional methods and presentation strategies for high school student learners;
- Ability to create a classroom/laboratory that fosters mutual respect with students and an exciting, positive, project-based learning environment;
- Ability to coordinate and support regular student competitions, work-study, and internships experiences with community partners for students;
- Communication skills appropriate for interaction with fellow teachers, assistant teachers, CATEC staff, parents, and the community;
- Ability to collaborate with local Health and Medical industry to build and maintain a program advisory council.

EDUCATION AND EXPERIENCE

Candidate must hold a current, unrestricted Virginia License as a registered nurse. Candidates must hold, be eligible for, or be willing to obtain a Virginia Collegiate Professional or Technical Professional licensure with endorsement in applicable subject area. Candidate must have completed a health occupations certificate or an Associate degree program from a regionally accredited institution in the teaching specialty area sought. Candidate must have two years of full-time experience as a registered nurse within the previous five years and at least one year of experience in the provision of long-term care facility services. Such experience may include, but not be limited to, employment in a nurse aide education program or employment in or supervision of nursing students in a nursing facility or unit, geriatrics department, chronic care hospital, home care or other long-term care setting. Experience should include varied responsibilities, such as direct client care, supervision, and education. In addition, candidates must be a certified CPR/First Aid Health Care Provider instructor or BLS (Basic Life Support) instructor associated with a training center.

This course is dual enrolled through PVCC and the instructor must meet those requirements. See CATEC.org Careers for the details.

PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:

Duties performed typically in school settings to include: classroom, technical lab, business site off campus. Frequent walking, standing, light lifting, up to 40 pounds, and other limited physical activities are required. Occasional travel with students on field trips may be necessary. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs children may be necessary. Occasional lifting of equipment weighing up to 50 pounds may be required. Daily personal and close contact with students to provide classroom management and learning environment support is required. Regular contact with other staff members and parents is required. Occasional contact with medical professionals may be required. Frequent contact with parents by phone and in person is necessary.

Please visit www.catec.org Careers for more details.

EVALUATION

Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities.

SALARY RANGE

Teacher scale, depending on experience and qualifications.

Date Approved: June 2020