**CATEC  
POSITION DESCRIPTION**

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| **JOB TITLE:** Adult Education Teacher\_ Certified Nurse Aide  (part-time and temporary) Spring 2021 semester | **LOCATION:** CATEC |
| **JOB CLASS CODE:** |
| **IMMEDIATE SUPERVISOR:** Adult Ed and Apprenticeship Program Manager | **PAYGRADE:** |
| **FLSA STATUS:** Non-exempt |

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| **GENERAL DEFINITION OF WORK:**  This position is a part-time (evening) instructor for the 120-hour Nurse Aide program approved by the Virginia Board of Nursing. This class prepares adult learners to take their Board of Nursing state licensure exam to become Certified Nursing Assistants. Teachers are essential to our mission to establish a community of learners and learning, through relationships, relevance, and rigor, one student at a time. Our teachers work collaboratively with students, colleagues, employers, and administrators to ensure each student has mastered the lifelong-learning skills they need to succeed as 21st century learners, workers, and citizens. Daily work with all stakeholders aligns with the vision, mission, values, goals and priorities of CATEC.  **Please visit** [**www.catec.org**](https://www.catec.org/o/catec/page/careers--79) **Careers for more details.** | |
| **ESSENTIAL FUNCTIONS:**  The minimum performance expectations include, but are not limited to, the following actions:   * Builds strong relationships with students; * Demonstrates a continued willingness to learn and apply new skills based on current research and best practices; * Effectively articulates the central concepts and understandings of a discipline and communicates content knowledge and processes used by adults working in the discipline as part of teaching to planned objectives daily; * Uses appropriate instructional strategies to promote student learning; * Provides differentiated instruction that is centered on increasing student engagement, relevance of content and rigor, and student choice/voice; * Uses comprehensive materials, technology, and resources to promote the development of critical thinking, problem solving, and performance skills; * Provides learning opportunities that support student learning styles and intellectual, social, and personal development; * Builds and facilitates a sense of community in the classroom; * Creates structures for students that fosters a climate conducive to learning, maximizing learning time, and integrating classroom procedures that always help maintain a safe environment for students; * Creates an atmosphere of mutual respect and caring that encourages social interaction, active engagement, and self-motivation; * Sets standards for classroom behavior and follows through consistently; * Creates a classroom environment that is culturally responsive to student needs; * Abides by school and Division policies and procedures; * Establishes and maintains cooperative professional relations with others; * Models professionalism and ethical standards, as well as personal integrity, in all interactions, participates in meaningful and continuous professional growth including self-evaluation, and contributes to the school community; * Assists in upholding and enforcing school rules and administrative regulations; * Maintains records as required by law, system policy, and administrative regulations; * The work of the teacher results in acceptable, measurable, and appropriate student academic progress; * Sets high standards for student work and assesses achievement and monitors learning in the classroom, adjusting instruction accordingly; * Provides students multiple methods for demonstrating understanding of concepts and mastery, including the use of performance assessments; * Uses formative assessment results to guide instructional decisions and learning opportunities for students; * Administrative duties include general clerical functions such as recording student class attendance and maintaining current course syllabus. | |
| **KNOWLEDGE, SKILLS AND ABILITIES:**  Effectively uses technology to support instruction; sees themselves as a lifelong learner, consistently seeking new and innovative ways to help meet student needs; uses problem solving strategies in all aspects of the work; possesses a growth mindset, and is open to new and innovative practices. | |
| **EDUCATION AND EXPERIENCE:**  The ideal candidate shall hold a current, unrestricted Virginia license as a registered nurse or a multistate licensure privilege; and have two years of 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. Teaching experience is desired, but not required. | |
| **PHYSICAL CONDITIONS AND NATURE OF WORK CONTACTS:**  The instructor will be responsible for teaching two evenings a week from 5:00 p.m.- 9:00 p.m. and the class will also meet for five Saturdays for 8-hour clinical shifts. Class days may vary: Monday & Wednesday or Tuesday & Thursday. Each class is approximately 10 weeks in length starting in February, 2021. Five of those weeks include the Saturday clinical rotations. Duties performed typically in classroom setting. Frequent walking, standing, light lifting, and other physical activities during clinicals are required.  **SALARY**  $34.51 per hour | |
| **EVALUATION:**  Performance will be evaluated on the ability and effectiveness in carrying out the above responsibilities. | |
| **Date Approved:** | 10/2020 |
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