

**ORLEANS/NIAGARA BOCES  
ADULT/CONTINUING EDUCATION PRACTICAL NURSING INSTRUCTOR  
JOB DESCRIPTION**

**QUALIFICATIONS AND EXPERIENCE:**

- Credentials verifying legal status as a Registered Professional Nurse
- Current technical nursing skills
- Computer competency
- Previous teaching experience desirable
- Previous management experience desirable
- Willing to fulfill NYSED secondary or adult education teacher certification requirements
- Bachelor of Science in Nursing required, or must be actively pursuing BSN with anticipated completion within three years

**RESPONSIBILITIES (ILLUSTRATIVE):**

- Role model professional attitudes and appearance.
- Instruct students in lecture, lab, and clinical as per curriculum outline, program objectives, program calendar, patient/resident care plans, NCLEX-PN Test Plan and LPN Scope of Practice.
- Evaluate students based on exams (paper/pencil and on-line), quizzes (paper/pencil and on-line), homework, projects, lab skill demonstrations, clinical performance, care plans, etc.
- Counsel students with suggestions to improve performance and notify them of any failing grade or critical U in a timely manner.
- Track, record, and report attendance and grades on computerized system.
- Alert Nursing Coordinator and Case Manager with any concerns.
- Maintain student files and permanent records.
- Orient to clinical settings prior to commencement of scheduled clinical experience.
- Orient students to clinical setting, explain expectations and grading criteria.
- Choose patient/resident assignments and schedule in facility observation experiences.
- Conduct pre and post clinical conferences.
- Attend LPN faculty meetings.
- Actively participate in the ongoing development, implementation, evaluation, and refinement of the curriculum and program policies.
- Demonstrate teaching effectiveness.
- Participate in ongoing professional development relative to job needs and responsibilities.
- Maintain knowledge base of current nursing practice.
- Maintain classroom management in all class settings.
- Refer students to Case Manager as appropriate.
- Maintain communication with Nursing Department and fellow instructors as an integral team member.
- Follow BOCES and clinical facility policies and procedures.
- Assist in providing coverage for any absence with an approved substitute instructor or re-schedule class time.
- Submit requisitions for classroom/lab supplies and equipment as needed.

- Maintain current clinical health clearance with required immunizations and current CPR certification.
- Performs other duties as assigned

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