

PN Teaching Assistant Adult Education Instructor - Position Description- Part-time

Position: Practical Nurse Instructor
Class: Exempt: Part-time
Reports to: Program Director and/or Director of Adult Education or Designee
Pay Scale: Hourly wage: \$31
Schedule: As Needed; Total year up to hours: _____
Fund Source: Adult Education

Role

The faculty member will actively engage a culturally diverse student body in the learning process through evidence of preparation/record keeping, creating a classroom environment conducive to learning, using best practices in classroom instruction, demonstrating effective organizational skills and adherence to program procedures. The faculty will collect, document and analyze assessment results in order to achieve course, program, and institutional learning outcomes. The faculty will willingly participate in non-instructional activities such as open houses, academic advising, student recruitment, organizational committees and professional and community service.

Instructor Position Responsibilities and Performance Measures

Instructors of Choffin Career and Technical Center Practical Nursing Program are supervised by and report directly to the Program Director of Practical Nursing. A teaching assistant works under a registered nurse (BSN) who is the instructor of record.

Teacher Assistants of Choffin Career and Technical Center Practical Nursing Program are directly responsible for the instruction and supervision of students within the Practical Nursing Program that include dual enrolled high school students.

The duties and responsibilities of PN instructors are as follows:

- Adhere to all licensing requirements as determined by the Ohio Board of Nursing and Ohio Department of Education.
- Contributes and assists in maintaining Accreditation Commission's Standards for institution and program as needed.
- Facilitate student learning through a variety of teaching methods and technology utilizing best practices in instructional strategies providing quality instruction.
- Teach all curriculum under the practical nursing program and affiliated programming as assigned under the supervision of Practical Nursing Supervisor or designee.
- Provide quality instruction by communicating clear expectations,utilizing active listening skills and monitoring, engage students, adapt instruction to student needs, and provide individual and small group tutoring when students demonstrate lack of mastery.
- Maintain regularly scheduled office hours in order to advise and assist students.

- Contributes to the revision of the curriculum according to the Systematic Evaluation Plan for the total program and National Council Licensing Exam-Practical Nurse Test Plan.
- Contributes to the development and revision of course syllabi and evaluative materials under the direction of the program director or Adult Education Director as needed to comply with Ohio Board of Nursing Rules.
- Maintain daily detailed lesson plans to demonstrate alignment to course outcomes.
- Orient, guide, counsel and evaluate students throughout the program.
- Provide timely feedback to students to attain course goals and objectives.
- Develop respectful relationships with students to better understand their academic and non-academic needs.
- Maintain Professional boundaries: for example proper etiquette, respectfulness, and appropriate language usage when having conversations avoiding unseemly discussions of a personal nature.
- Contributes to the management of current course information and maintenance of all student records utilizing the Learning Management System determined by the institution.
- Participate in faculty meetings according to faculty by-laws and institutional policies to plan, implement and make recommendations of improvement to the benefit of the program.
- Perform inventory and maintain supplies/equipment. Notify the supervisor of supply/equipment needs to meet program requirements.
- Instruct in didactic, laboratory, and clinical environments as required by program outputs and student learning
- In the clinical environment the instructor understands they are required to:
 - Demonstrates patient care in a variety of clinical environments
 - Conducts planned pre and post clinical conferences
 - Utilize effective time management skills to monitor, instruct, and evaluate students
 - Remain with students if clinical time completion is beyond regular work day and communicate with the supervisor of the need to be able to flex work time on another day.
 - Be reasonably available to conduct make-up clinical hours after the normal work day hours or weekends, recording those hours and flexing them within the month upon approval of the director. Make-up days per instructor will be no more than the equivalent of 5 days equal to 37.5 hours during the academic year.
 - Communicate and train preceptors (when utilized by program) to help support students at clinical sites and maintain program standards.
- Demonstrates commitment to lifelong learning by remaining current in the field of study through professional development activities. Professional meetings (training, meetings etc...) can be after the regular work day up to 4 hours within a month.
- Assist Program Director, Supervisor and/or Designee as requested.
- Abides by institutional policies, guidelines and procedures.
- Exhibits integrity, honesty, professionalism and a strong work ethic.
- Actively participates in non-instructional activities when opportunities are presented.
- Actively participates in student recruitment activities.
- Actively participates in institutional committees.
- Actively participates in community service.
- Other duties as assigned by the Director of Adult Education, Program Director, Supervisor or Designee.

Note: Part-time instructors are responsible for the above and/or the duties outlined by the program director and could change according to program needs.

Qualifications

1. Education

- a. Completion of an approved professional registered nursing education program in a jurisdiction as defined in paragraph (S) of rule 4723-5-01 of the Administrative Code.
- b. Experience of at least two years in the practice of nursing as a registered nurse.
- c. Current, valid licensure as a registered nurse in Ohio.
- d. Current CPR certificate.

2. Teaching Certificate

- a. Candidates who do not have valid Ohio teaching certificates or licenses and are hired by a school or district to teach adults in adult workforce education programs must have active adult education permits. Health Occupations (070000). Permits are issued by the Ohio Department of Education.

3. Other Requirements

- a. Pass the drug test and background checks as required for employment.
- a. Be current in all vaccinations including Covid
- b. Proficiency in computer applications, possess skills in Microsoft Office applications and Google Suite.
- c. Excellent written, oral and interpersonal communication skills.
- d. Possess critical thinking skills.
- e. Demonstrate cultural competence and cultural sensitivity.
- f. Ability to work cooperatively and effectively with diverse individuals.
- g. Ability to maintain confidential information.

4. Physical Requirements

- a. Sitting for a period of 1 hour at a time.
- b. Standing for a period of 1 hour at a time with a total of 7 hours.
- c. Walking up stairs and across various lengths of halls as determined by site to get to instructional areas.
- d. Lifting up to 25 lbs occasionally
- e. Lifting up to the limits established by OSHA for patient transfers.
- f. Demonstrate sufficient levels of neuromuscular control and eye-to-hand coordination as well as possess the physical and mental stamina to meet the demands associated with extended periods of sitting, standing, moving, and physical exertion required for satisfactory and safe performance in the clinical that include bending, squatting, crawling, climbing, and reaching above shoulder level.

5. Work Environment

- a. Employees will normally be exposed to typical office, laboratory, classroom and medical clinical conditions.
- b. The instructor calendar year comprises 201 work days with 191 instructional days with students. When working with dual enrolled students, those students follow the YCSD academic calendar.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required by the employee, and at no time does this job description constitute a contract. The institution may exercise its employment at will rights at any time for part-time employees and according to YCSD policies.

This Position Description is not a complete statement of all duties and responsibilities comprising the position. Signing this form indicates that you understand the job requirements and are willing and able to perform the duties as assigned. "Up To" hours indicate the number of hours that an instructor can work per week. It is NOT A GUARANTEE of weekly hours. Instructors are scheduled on an as needed basis.

Employee Name: _____

Employee Signature: _____ **Date:** _____

If Part-time: Total up to hours for the year: _____