

## CROWDER COLLEGE POSITION DESCRIPTION

<b>Status:</b> FT, 10 months	<b>Title</b>	PRACTICAL NURSING INSTRUCTOR
<b>Revised:</b> 5/28/2019	<b>Department</b>	NURSING
<b>Level:</b> Faculty	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	PRACTICAL NURSING PROGRAM COORDINATOR/DIRECTOR OF NURSING

### POSITION SUMMARY

The Practical Nursing Program Instructor is responsible for teaching in the Practical Nursing Program in assigned areas as scheduled with and agreed to with Program Coordinator/Director and in keeping with the guidelines listed below; for the supervision and guidance of students to improve nursing care; and for assisting students with advising as needed. This position will be a combination of classroom and clinical teaching.

### MAJOR FUNCTIONS

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service and other tasks associated with full-time faculty, which may include evenings and weekends. Delivery methods may include traditional, online, ITV or hybrid. Learning is the key to human growth and development. In order to help our students be better learners, faculty members in general are expected to:

1. Assure compliance with minimum standards for Accredited Programs of Practical Nursing as set forth by the Missouri Board of Nursing.
2. Participate in ongoing, systematic development, implementation, and evaluation of the total program including curriculum development.
3. Implements the philosophy and objectives of the institution and the nursing program.
4. Devote full time and energy to maximize student learning outcomes.
5. Be role models for learning behavior.
6. Include students in all facets of instruction, guidance, and academic association.
7. Maintain confidential relationships with respect to student information.
8. Respect student thought.
9. Select appropriate texts and other course materials in conjunction with other Crowder Campus nursing faculty and the appropriate Coordinator/Director. Selection of materials should be reported to the bookstore by the prescribed deadlines.
10. Adhere to the institutional syllabus of courses taught.
11. Develop and distribute course syllabi based on the institutional syllabi in conjunction with other Crowder Campus nursing faculty. Copies should be uploaded to Blackboard via Crowder Staff Development every semester.
12. Participate in nursing faculty meetings, general faculty meetings, student activities, community activities and the Nursing Advisory Council. Participates in development of department and institutional policies and decision making.
13. Participate in the process and selection of program applicants under the direction of the Program Coordinator.
14. Return evaluated student exams and papers in a timely fashion.
15. Maintain grades and class status information in the LMS (Blackboard) system.
16. Provide counseling and/or remediation as identified by individual student needs.
17. Submit required reports by deadlines.
18. Meet classes at the listed times.

19. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons. A portion of office hours will be utilized in staffing skills lab open hours.
20. Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
21. Make recommendations to the Program Coordinator regarding budget of the nursing program.
22. Serve on institutional committees as needed.
23. Support college activities.
24. Complete faculty evaluations within prescribed guidelines.
25. Typical workweek is 40 hours Monday – Friday with hours as set by Program Coordinator.
26. Perform departmental and divisional responsibilities including recruitment of Crowder College and the nursing program.
27. Dismiss classes only with prior approval from the division chair and/or dean.
28. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
29. Attend graduation ceremonies, All Staff Days, and Full-Time faculty meetings called by the Vice President of Academic Affairs.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
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1. Bachelor's degree in nursing required; Master's degree in nursing is encouraged.
2. Current active licensure to practice professional nursing in Missouri that has never been disciplined in any jurisdiction.
3. College teaching experience preferred.
4. One to two years of professional nursing experience (an average of at least twenty hours per week) within the last five years in clinical practice/administration or nursing education.
5. Participation in professional nursing and educational/vocational organizations.
6. An understanding of, and an interest in, the nurse as part of today's health team, and a concern for current problems of nursing.
7. The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
8. Ability to plan, organize, and implement responsibilities effectively.
9. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
10. Current Basic Life Support Certification.
11. Information abilities required:
  - Skills necessary to utilize computer to manage and improve instruction.
  - Ability to operate a personal computer using Windows environment
  - Ability to understand operating a personal computer within the Crowder College network environment:
  - Ability to utilize email.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic presentation functions using MS PowerPoint.
  - Ability to perform basic Blackboard functions.
  - Ability to perform basic TK20 functions.
  - Ability to perform basic spreadsheet functions using MS Excel.
  - Ability to perform basic functions on an electronic devices.

<b>POSITIONS SUPERVISED</b>
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Student Nurses

**WORKING CONDITIONS**

1. Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.
3. Ability to plan, develop and implement necessary curriculum.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
2. Ability to interact with a broad range of people both on and off campus in a positive manner.