

## POSITION DESCRIPTION

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**JOB TITLE:** NURSING INSTRUCTOR – MCDONALD COUNTY CAMPUS

**DEPARTMENT:** NURSING

**DIVISION:** ACADEMIC AFFAIRS

**SALARY RANGE:** COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** PROGRAM COORDINATOR/DIRECTOR/DIVISION CHAIR, NURSING PROGRAM

**SCHEDULE DETAILS:** FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

**DATE OF LATEST REVIEW/REVISIONS:** February 23, 2021

### Position Summary

The Nursing Program Instructor is responsible for teaching in the Nursing Division 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.

### Essential Job Duties

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. Travel to other instructional sites may be required. 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:

- Devote full time and energy to maximize student learning outcomes.
- Be a role model for learning behavior and the profession of nursing.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- 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.
- Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
- Deliver course material in a concept-based curriculum, following unit outlines.
- 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 and a hard copy provided to the Program Coordinator.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades in learning management system.
- Submit required reports by deadlines.
- Meet classes at the listed times. Dismiss classes only with prior approval from the Division Chair or Vice-President of Academic Affairs.
- Maintain regular office hours. Generally, that would include 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.
- Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
- Make recommendations to the budget of the nursing program.
- Serve on institutional committees as needed.
- Support college activities.

- Complete faculty evaluations within prescribed guidelines.
- Teach 15 credit hour per semester as a regular load.
- Perform departmental and divisional responsibilities.
- Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester during school session.
- Must attend graduation ceremonies.
- In addition, nursing faculty are responsible for:
  - Implementation of the philosophy and objectives of the institution and the nursing program.
  - Meeting the minimum standards for Missouri State Board of Nursing and accreditation organizations.
  - Recruitment of students for Crowder College and the nursing program.
  - Ongoing, systematic development, implementation, and evaluation of the total program.
  - Participation in nursing faculty meetings, general faculty meetings, student activities, community activities and the Nursing Education Advisory Council.
  - Participation in the development of departmental and institutional policies and decision making.
  - Attendance required at All Staff Days and full-time faculty meetings called by the V.P. of Academic Affairs. Attendance required at all graduation ceremonies and nursing pinning ceremonies for students taught by the instructor.
  - Curriculum development and evaluation.

### **Required Knowledge, Skills & Abilities**

- Bachelor's degree in nursing.
- Current active licensure to practice professional nursing in Missouri that has never been disciplined in any jurisdiction.
- 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.
- Participation in professional nursing and/or educational/vocational organizations.
- An understanding of, and an interest in, the nurse as part of today's health team, and a concern for current problems of nursing.
- The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
- Current Basic Life Support Certification.

### **Preferred Knowledge, Skills & Abilities**

- Master's degree in nursing.
- College teaching experience preferred.

### **Equipment/Software**

- Information Technology abilities required:
  - Skills necessary to utilize computer to manage and improve instruction.
  - Ability to operate a computer using Windows environment
  - Ability to operate a computer within the Crowder College network environment.
  - Ability to utilize email.
  - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS Power Point)
  - Ability to perform basic Learning Management System functions.

### **Positions Supervised**

Student Nurses

### **Working Environment**

- Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- 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.
- A neat appearance and appropriate businesslike apparel are required. Business casual or scrubs are appropriate apparel for the classroom. Scrub attire is required for the clinical setting.
- Travel to other instructional sites occasionally required.

### **Physical**

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to 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**

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

### **Language/Communication Skills**

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

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