

## **NURSING INSTRUCTOR**

Coordinates Activities with: Course Coordinator

Classification: Instructor, 9 month

Salary Range: Salary according to educational preparation and experience

Revision Date: May 2014

### **Essential Functions**

1. Provide premiere quality service to all constituencies of the College.
2. Engage in continuous quality improvement and professional development.
3. Participate in the development of courses in the nursing program to include philosophy, objectives, content, and learning experiences.
4. Participate in revision of standards for the admission, progression, and graduation of students.
5. Teach theory, lab and clinical learning experiences in nursing courses.
6. Direct, guide, and evaluate student's performance in the classroom, clinical and laboratory setting.
7. Assist with the maintenance of clinical student file.
8. Assist in evaluation of assigned course.
9. Counseling and remediation of nursing students.
10. Participate in evaluating the total nursing program.
11. Contribute to research and studies appropriate to the bi-level nursing program.
12. Submit recommendations related to budget and purchases.
13. Participate as advisor to the Student Nurse Organization as appointed.
14. Perform all other functions necessary for the proper operation of the assigned courses.
15. Assist with recruitment and retention.
16. Advise students as assigned
17. Participates as course leader of courses as assigned.
18. Serve as a member on committees of the college and cooperating agencies.
19. Participate actively in professional organizations; attend seminars, conferences, and workshops.
20. Serve on the Nursing Faculty Committee.
21. Serve as ex-officio member of the Health Care Advisory Committee.

### **Primary Functions**

1. Instructor in bi-level nursing program.
2. Participate in the development, organization, implementation, and evaluation of the nursing program.
3. Responsible to implement the course of study, teach theory content, and coordinate clinical and laboratory experiences with the cooperation of other faculty.
4. Act as role model and in an advisory capacity to the students.
5. Category of classification: HBV-HIV Risk I

### **Relationships**

1. Administratively responsible to the director of the bi-level nursing program.
2. Administratively responsible to the assistant director of the bi-level nursing program or site coordinator as per organizational chart.
3. Responsible to the nursing course coordinator in matters concerning course curriculum.
4. Develop and maintain working relationships with other faculty in all aspects of the nursing program.

5. Participate in the activities of the total college faculty.
6. Develop and maintain constructive interaction with other faculty and personnel of the college, cooperating agencies, and community groups.

### **Required Knowledge, Skills and Abilities**

#### Education and Experience

- Master's degree in Nursing required. Assignments based on clinical experience, certifications, or advanced licensure. Instructors shall hold at least a baccalaureate degree and shall show yearly academic progress toward meeting requirements for the Master's degree in nursing.
- At least two years of recent nursing experience in a hospital or similar health care facility and/or recent nursing education experience preferred.
- Computer skills in Word, Excel, PowerPoint and Outlook preferred.
- Shall be licensed to practice professional nursing (RN) in Kansas.
- Must file a Faculty Qualification Report with the Kansas State Board of Nursing.
- Should actively participate in professional nursing and educational organizations.
- Shall meet the minimum requirements for continuing education as required by the Kansas State Board of Nursing for renewing a license.

#### Personal Characteristics

1. Accept and believe in the philosophy of career mobility in nursing education.
2. Accept and believe in the philosophy of practical nursing and associate degree nursing and their role on the nursing team.
3. Accept and believe in the mission, vision and values of Mary Grimes School of Nursing.
4. Must work cooperatively with professional colleagues and maintain effective interpersonal relationships.
5. Must be creative and adaptable.
6. Must be able to express new ideas and support them with sound reasoning.

#### **Application:**

Please submit a letter of application, resume with names and phone numbers of five references unofficial transcripts, and NCCC employment application.

Human Resources Director, Nursing Instructor - Ottawa, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to [hr@neosho.edu](mailto:hr@neosho.edu). NCCC employment application available at <http://www.neosho.edu/careers> Review of applications begins upon receipt.

**NCCC is an EOE/AA employer**

#### **Non-Discrimination**

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>