

PANOLA COLLEGE - JOB DESCRIPTION

JOB TITLE:	Chair/Instructor – Certified Nurse Aide	FLSA status:	Exempt
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DEPARTMENT:	Certified Nurse Aide	REPORTS TO:	Dean of Nursing and Health Sciences
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Position summary: Under indirect supervision, this position is responsible for the total program of the Certified Nurse Aide Program. This position reports directly to the Dean of Nursing and Health Sciences, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Certified Nurse Aide program.

Position responsibilities:

- Develop and maintain certified nurse aide program
- Act as liaison between the Dean and the Instructors within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Direct in development of annual marketing improvement plan.
- Chair department committee for employment of new instructors.
- Coordinate campuses in regard to syllabi and course content.
- Promote the program through participation in area and community events and affairs.
- Recruit students for the program.
- Develop the curriculum and continue curriculum revisions of the program so student training and skill development meets employer need.
- Exhibit excellence in instruction.
- Perform other functions when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Position Requirements:

State of Texas licensure as a registered nurse with a minimum of two years of nursing experience required and at least one year of long term care services in a facility required.

Bachelor's degree with at least 5 years' experience related to the duties and responsibilities specified preferred.

Maintain documentation and prepare required reports in relation to the program.

Responsible for program Institutional Effectiveness.

Knowledge, Skills, and Abilities Required:

- Online course development training required.
- Must have strong organizational skills.
- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.