

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Instructor – Vocational Nursing	FLSA status:	Exempt
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DEPARTMENT:	Vocational Nursing	REPORTS TO:	Director of Vocational Nursing
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Position summary: The faculty member is generally responsible for the overall duties associated with instructing students and actively assisting the College as it strives to fulfill its goals and objectives.

Position responsibilities:

- Participates in the development, implementation and evaluation of the program of learning.
- Participates in the development of policies and standards, which affect students and faculty.
- Plans and provides learning experiences for students based on program objectives/outcomes.
- Creates a wholesome, meaningful environment for learning in the classroom and laboratory.
- Provides students with direction for utilizing all available educational resources (library, computer/skills lab, personnel, clinical).
- Provides quality clinical instruction and supervision for a maximum of ten students at a time with the following exceptions:
 1. In clinical learning experiences where a clinical teaching assistant supports a faculty member, the ration of faculty to students shall not exceed 2:15 (faculty plus clinical teaching assistant: students).
 2. In courses that use clinical preceptors for a portion of clinical learning experiences, faculty shall have not more than 12 students in a clinical group.
 3. In courses that use clinical preceptors as the sole method of student instruction and supervision in clinical settings, faculty shall coordinate the preceptor ships for no more than 24 students.
- Participates in selection of textbooks, instructional aids and other educational equipment/resources.
- Is on time for classes and labs and promptly notifies the appropriate instructional administrator in the event of an unscheduled absence.
- Provides objectives, plans of the day’s activities, etc. for substitute instructor.
- Proctors all course examinations.
- Participates in reviewing, evaluating and revising curriculum as indicated.
- Participates in academic advisement and counseling of students within area of responsibility.
- Required to work as needed, which includes teaching on- and off-campus sites for both day and evening classes.
- Keeps accurate record of students’ attendance, progress and performance and records/reports this in a concise, meaningful form to the records office according to schedule.
- Encourages students to engage in self-evaluation in regard to behavior and academic/clinical performance.
- Reports student problems to the appropriate instructional administrator as deemed necessary.
- Attends and participates in all faculty, committee and program/college meetings.
- Assists with student registration as assigned by the Registrar.
- Engages in evaluation programs in an effort to assess teaching skills/strategies and to improve effectiveness.
- Earns CEU credit on an annual basis in area of teaching responsibility
- Maintains a professional working relationship with students, fellow faculty members, administration, staff and clinical personnel.
- Participates in the activities of the total faculty in ways, which benefit the College, the unit in nursing, and the faculty.
- Serves as faculty sponsor for student organizations if selected by the appropriate administrator.
- Participates in professional and community activities for the improvement of health care.
- Performs other functions consistent with an instructor’s professional responsibilities when requested by the appropriate administrator.
- Assists in the recruitment of students when appropriate.
- Serves as a good public relations agent, both in the classroom and the community.
- Remains loyal to Panola College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Hold a current license or privilege to practice nursing in the State of Texas
- Have been actively employed in nursing for the past three years or equivalent
- Have had three years varied nursing experiences since graduation

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Maintains professional competence in area of responsibility.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read, and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- No or very limited exposure to physical risk.
- Some travel required.