

## POSITION DESCRIPTION

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**JOB TITLE:** NURSING INSTRUCTOR

**DEPARTMENT:** NURSING

**DIVISION:** ACADEMIC AFFAIRS

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

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** PROGRAM COORDINATOR/DIRECTOR/ASSOCIATE DIRECTOR OF NURSING

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

**DATE OF LATEST REVIEW/REVISIONS:** April 8, 2024

### Position Summary

The Nursing Program Instructor is responsible for teaching in the Nursing Department in assigned areas as scheduled with and agreed to with the Program Coordinator. 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. 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.
- Serve as a role model for learning behavior and the profession of nursing.
- Maintain confidential relationships with respect to student information.
- Select appropriate texts and other course materials in conjunction with the appropriate course committee. Selection of materials should be reported to the bookstore by the prescribed deadlines.
- Adhere to student 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 submitted to Academic Affairs (through LMS) each semester and hard copy kept on file at the campus.
- Give feedback and return evaluated student exams and papers in a timely fashion.
- Maintain grades in the learning management system.
- Meet classes at the listed times. Dismiss classes outside of schedule class times only with prior approval from the Director/Associate Director of Nursing or Vice-President of Academic Affairs.
- Maintain regular office hours. Generally, that would include 8 hours total per week with times in both mornings and afternoons on days when student groups are on campus. A portion of office hours will be utilized in staffing skills lab open hours. Support of enrichment sessions at instructional sites assigned.
- Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
- Provide input into the nursing budget.
- Serve on institutional committees as needed.
- Support college activities.
- Teach 30 credit hours per academic year as a regular load.
- Perform departmental and divisional responsibilities by required deadlines.
- Assure coverage of course material for any absences on class days.
- Utilize a variety of instructional delivery methods.

- Maintain student records, ensuring confidentiality of records.
- Must attend graduation/nursing pinning ceremonies each semester.
- 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 curriculum and 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 meetings called by supervisors (Including but not limited to, State of the College, Faculty Lunch and Learns, College-Wide In-Service, and Departmental Meetings). Attendance is required at all graduation ceremonies and nursing pinning ceremonies.
- Curriculum development and evaluation.
- Provide student academic advisement, assisting with understanding program requirements, course selection and policies.
- Abide by the policies outlined in Crowder College's employee and faculty handbooks.

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

- Bachelor's degree in nursing with a clinical component.
- Current active licensure to practice professional nursing in Missouri that has never been disciplined in any jurisdiction.
- 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 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.

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

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

### **Equipment/Software**

- Information Technology abilities required:
  - Skills necessary to utilize computers to manage and improve instruction.
  - Ability to operate a computer using a 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 PowerPoint).
  - 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.
- A neat appearance and appropriate business 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 is 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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