

INDIAN CAPITAL TECHNOLOGY CENTER
DISTRICT NO. 4

JOB DESCRIPTION

POSITION: Practical Nursing Instructor

RESPONSIBLE TO: Director-Nursing and Adult Health Careers

QUALIFICATIONS

EDUCATION:

Minimum listed in the Oklahoma Board of Nursing Rules and Regulations Relating to Nursing Education, Licensure, and Practice in the State of Oklahoma.

Hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma.

Have a minimum of an Associate Degree or Diploma in Nursing in the State of Oklahoma. B.S.N. and/or M.S.N. may be preferred

Proof of completion of at least fifteen (15) semester hours in nursing, general education, social sciences, physical sciences, or counseling and guidance in addition to the pre-service basic program in nursing unless a baccalaureate degree in nursing is held.

If a baccalaureate degree in nursing is not held, the faculty member shall have a written plan for obtaining a baccalaureate degree in nursing, with completion of six (6) semester hours per calendar year. PROVIDED: any person employed in the position of faculty of the practical nursing education program on December 31, 2016, is deemed to meet this requirement.

In the event (if ever) required by National or State Accreditation of the program, it may be required to further pursue a Master's Degree in nursing or other approved area. In such case, the individual will submit a degree plan for obtaining masters degree, as well as demonstrate progression toward obtaining this degree.

Submit a Faculty Qualification Record to the Board office within two weeks of day of appointment, and anytime that an advance degree is attained.

Participate in research projects, surveys, professional writing, continuing education, academic study, or clinical practice to

improve own nursing competence in areas of responsibility.

OTHER: Licensure in the State of Arkansas may be required.

CERTIFICATION: Not required.

EXPERIENCE: Minimum as stated listed in the Oklahoma Board of Nursing Rules and Regulations.

Evidence of a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting, within the last five (5) years preceding the first date of first employment as a teacher.

SKILLS: Adept and current in basic nursing skills, and able to effectively counsel and educate students.

OTHER: Knowledge of current school laws and/or state and federal regulations related to instruction in the classroom.

Knowledge of Oklahoma Nurse Practice Act and Rules and Regulations of the Oklahoma Board of Nursing.

DEPENDABILITY: Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the district, state, and other states. Meetings/conferences may require overnight trips.

Adhere to professional code of ethics.

PHYSICAL/MENTAL STANDARDS:

Ability to read, comprehend, and evaluate varied documents, textbooks, reference materials, and models. Ability to speak clearly. Ability to deliver presentations and instructions in logical, sequential order. Ability to freely move arms and fingers in order to manipulate instructional equipment. Ability to stand for long periods of time and to move around the classroom/lab/clinical facility. Requires stooping, bending, pulling, and lifting. Ability to lift 50 pounds from floor to a four foot level. Ability to operate a four-wheel vehicle in order to travel.

EMOTIONAL EFFORT: Moderate to extreme. Must deal with multiple students working on a variety of projects/skills simultaneously, and with multiple

students in different areas. Must carry out daily and long-term instructional preparations requiring concentration efforts and overtime work. Must deal with student discipline problems which may create high stress. Must periodically submit required reports within short time periods.

PERSONNEL

CLASSIFICATION: Instructional Personnel (12 months)

PRIMARY FUNCTION: Responsible for classroom/laboratory/clinical instruction.

ESSENTIAL JOB

FUNCTIONS:

MAJOR DUTIES:

Operate Practical Nursing Program in manner consistent with district and campus operational standards.

Provide students with classroom/clinical instruction related to lab/occupation/experience/projects.

Provide clear and organized instruction that meets the learning needs of a variety of individual students.

Prepares and periodically reviews course outlines, lesson plans, and instructional materials required for effective instruction.

Evaluate result of instruction and student progress in order to make appropriate modifications.

Provide instruction on any of the ICTC campuses, as directed by the Director-Nursing and Adult Health Careers or Assistant Director-Nursing and Adult Health Careers.

Assist in defining short and long-range educational needs.

Create and maintain a positive classroom/lab which minimizes student discipline problems.

Maintain accurate attendance, progress, and performance records on each student.

Update curriculum and instructional program to keep current with profession.

Assume responsibility for job placement of students and graduates.

Organize and manage classroom/lab to ensure maximum efficiency and effectiveness in the teaching/learning process.

Maintain a clean, orderly, secure, and safe classroom/lab and office.

Update technical skill levels as necessary in order to update curriculum and to deliver current training to students.

Acquire new occupational skills needed to keep pace with technological advancements.

Establish and maintain efficient procedures for timely maintenance of classroom/lab equipment.

Evaluate teaching resource materials and make recommendations for change.

Support the preparation and administration of the Practical Nursing budget.

Establish and maintain efficient procedures and effective controls for expenditure of district funds in accordance with the adopted budget and school law code.

Encourage student involvement in HOSA. (Health Occupations Students of America).

Implement plans for student participation in skill and leadership activities at the local, district, regional, state, and national levels.

Develop a vocational student organization activity schedule that is consistent with local and state guidelines.

Initiate and participate in a minimum of two Advisory Committee meetings per year.

Assist in the recruitment of students by providing potential student with information about the program.

Perform tasks, assumes duties, and exercises authority as may be required to accomplish the job function as directed by the Director for Nursing and Adult Health Careers and/or Assistant Director for

Nursing and Adult Health Careers and/or Superintendent.

Uphold the policies and procedures of the Indian Capital Board of Education.

Attend all faculty/staff meetings and other district meetings and functions as required.

Prepare and submit reports and other documents as required by the District Administrator and/or Coordinator for Nursing and Health Careers Education, Indian Capital Technology Center Superintendent, ICTC Board of Education, Oklahoma Department of Career and Technical Education, Oklahoma Board of Nursing, and National League for Nursing.

Maintain follow-up records on former students, and submit required information to Oklahoma Department of Career and Technical Education when applicable.

Participate in an annual evaluation of his/her own performance with the District Administrator for Nursing and Health Careers Education.

It is expected for employee to be on time each workday as this is essential to the employee's job.

Other jobs/tasks as described and requested by administrator.

RELATIONSHIPS

INTERNAL:

Maintain a line of communication and work cooperatively with instructors, administration, and staff.

Develop a working relationship with other student organization sponsors in the District.

EXTERNAL:

Develop and maintain contacts with community businesses/industry for the purpose of advisory recommendations for the program and student placement.

Establish and maintain a close working relationship with administration and staff of clinical facilities.

Establish and maintain a close working relationship with the staff at the Oklahoma Department of Career and Technical Education

and the Oklahoma Board of Nursing.

**OTHER JOB
FUNCTIONS:**

Perform such other duties and assume such other responsibilities as may be required to accomplish the essential job functions as directed by the Director of Nursing and Adult Health Careers, or Assistant Director of Nursing and Adult Health Careers

Indian Capital Technology Center does not discriminate on the basis of race, color, religion, national origin, sex/gender, age, marital or veteran status, or qualified disability.

Signature of Employee _____ Date _____

Signature of Supervisor _____ Date _____

revised: 12/00; reviewed 8/02
revised: 6/04; 8/07; 7/08; 1/11; 9/16