Job Description: Instructor/Coordinator – Accelerated Associate Degree Nursing - Kirksville

The Instructor/Coordinator in the Accelerated Associate Degree Nursing Program – Kirksville shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Director of Nursing and Allied Health Programs or as designated by the President.

Qualifications:
1. B.S.N. required; M.S.N. preferred.
2. Current undisciplined license as a Registered Nurse in the State of Missouri.
3. Three out of the last five years in acute nursing care; or a faculty position with clinical instruction in acute nursing; or nursing administration.
4. Teaching experience in a post-secondary professional nursing program preferred.
5. Sound computer proficiency required. Distance education teaching experience preferred.

Description:
This is a 12-month position with primary responsibility for instruction and coordination activities associated with the delivery of the Accelerated Associate Degree in Nursing Program. Maintenance of clinical and educational competencies in the areas of instructional responsibilities is a requirement for this position. This program is delivered web-synchronously to student cohorts located at multiple MACC locations, with the didactic portion of the curriculum delivered collaboratively among instructors via technology and the lab and clinical portions of the curriculum taking place locally. This position is also responsible for advising students and fostering positive collegial relationships. This is a salaried exempt position covered by the Public School Retirement System of Missouri (PSRS.)

The Instructor/Coordinator in the Accelerated Associate Degree Nursing (AADN) Program shall:

1. Team-teach assigned courses in the AADN curriculum to cohort students at multiple, participating MACC locations.
2. Work collaboratively with peer Instructors/Coordinators, the Assistant Director of Nursing and Allied Health Programs, and the Director of Nursing and Allied Health Programs to ensure program effectiveness;
3. Work collaboratively and assist with lab scheduling for students with the Kirksville Area Technical Center (KATC) Coordinator of Practical Nursing.
4. Coordinate clinical placement and experiences for local cohort students, and/or other program students as assigned;
5. Conduct orientation of local cohort students to each clinical area;
6. Serve as lab instructor for local cohort of students performing clinical scenarios and procedures;
7. Become proficient in instructional and remediation techniques utilizing digital simulation manikins;
8. Maintain inventory and work with the Assistant Director of Nursing and Allied Health Programs to order necessary teaching/lab supplies as necessary;
9. Maintain professional and collegial working relationships with the KATC Coordinator of Practical Nursing, KATC Director, and Kirksville Public Schools Superintendent;
10. Be available to serve as an advisor to students or prospective students;
11. Be available to assist in student registration and orientation functions;
12. Serve as faculty advisor to the Student Nursing Organization;
13. Assist in the recruitment, admissions, withdrawal, and graduation of students;
14. Prepare and file course syllabi with the Dean of Career and Technical Education;
15. Prepare and file with the Director of Nursing and Allied Health Programs course outlines for all courses, and follow such guides for each course already established;
16. Make recommendations for the annual budget and submit them to the Director of Nursing and Allied Health Programs;
17. Keep adequate records of student grades and attendance, and submit them to the Registrar at the completion of the course;
18. Keep current college transcripts with the Dean of Career and Technical Education and the Personnel Office. These transcripts must show all college work earned, both graduate and undergraduate, along with all degrees granted;
19. Attend departmental and college meetings as assigned and necessary;
20. Serve as directed on faculty and college committees;
21. Be on campus or at assigned work location each college day;
22. Post an office hour and laboratory schedule on office or classroom door and provide a copy to the Dean;
23. Assist the Assistant Director of Nursing and Allied Health Programs in the development, implementation, evaluation, and revision of the nursing curriculum, and the philosophy and objectives of the Associate Degree Nursing Program;
24. Attend and participate in professional meetings, conferences, workshops, courses, and ongoing development of clinical expertise;
25. Maintain a current undisciplined nursing license and current cardiopulmonary resuscitation certification for health care providers;
26. Carry out the policies developed by the Board of Trustees as executed and interpreted by the Administration of Moberly Area Community College;
27. Perform other duties as assigned by the Assistant Director of Nursing and Allied Health Programs, the Director of Nursing and Allied Health Programs, the Dean of Career and Technical Education, or as designated by the President.