



## **Job Description: Associate Degree Nursing Instructor**

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The Instructor in the Associate Degree Nursing Program 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 & Allied Health or as designated by the President.

### **Qualifications for this position include:**

1. B.S.N. required, M.S.N. preferred;
2. Currently licensed to practice professional nursing, with an undisciplined license in the State of Missouri;
3. A minimum of three (3) years clinical experience immediately prior to their appointment;
4. Participation in professional nursing organizations (desired);

The Instructor in the Associate Degree Nursing Program shall:

1. Teach classes assigned by the Program Director;
2. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration of Moberly Area Community College;
3. Prepare and file course syllabus with the Dean of Career & Technical Education;
4. Prepare and file with the Program Director course outlines for all courses, and follow such guides for each course already established;
5. Prepare requests for instructional materials such as books, audiovisual aids and supplies for the annual budget and submit them to the Program Director;
6. Keep adequate records of grades and attendance of students and submit them to the Registrar at the completion of the course;
7. Keep current college transcripts with the Dean of Career & Technical Education and the Human Resources Office. These transcripts must show all college work earned, both graduate and undergraduate, along with all degrees granted;
8. Attend all certified staff meetings;
9. Be on campus or at assigned work station each college day;
10. Post an office hour and laboratory schedule on office or classroom door and provide a copy to the appropriate Dean;
11. Serve as directed on such faculty committees as may be established;
12. Be available to serve as consultants or advisors to students or prospective students;
13. Be available to assist with student registration and orientation functions;
14. Utilize available information as needed to be familiar with problems and capabilities of students;
15. Assist the Director in ongoing development, implementation, and evaluation of the philosophy and objectives of the Associate Degree Nursing Program;
16. Assist in the recruitment, admissions, withdrawal, and graduation of students;

17. Assist the Director in the construction, implementation, evaluation, and revision of the nursing curriculum;
18. Conduct orientation of students to each clinical area and be able to provide own transportation to the clinical site;
19. Attend and participate in professional meetings, conferences, workshops, courses, and ongoing development of clinical expertise;
20. Serve as faculty advisor to the Nursing Student Organization as assigned by the Director;
21. Attend meetings of the ADN Faculty and Division Meeting and serve on committees as appointed or elected;
22. Perform other duties as assigned by the Director of Nursing & Allied Health or as designated by the President.