Job Description: Practical Nursing Instructor

The Instructor in the Practical 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 Coordinator of the Practical Nursing Program or as designated by the President.

Qualifications for this position include:

1. Shall have a minimum of a Bachelor of Science in Nursing;
2. Three (3) years of clinical experience immediately prior to appointment;
3. Current license to practice professional nursing in Missouri;
4. Member of Professional Nursing Organizations.

The Instructor in the Practical Nursing Program shall:

1. Teach classes assigned by the Program Coordinator;
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 common course syllabi with Dean of Career and Technical Education;
4. Prepare and file with the Program Coordinator and the Director of Nursing & Allied Health course outlines for all courses and follow such guides for courses 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 Coordinator;
6. Keep records of grades and attendance of students and submit them to the Registrar at the completion of the course;
7. Provide current college transcripts to the Personnel Office. These transcripts must show all college work earned both graduate and undergraduate, along with all degrees granted;
8. Be on campus or at assigned work station each college day;
9. Post an office hour and laboratory schedule on office or classroom door and provide a copy to the appropriate Dean and Program Coordinator;
10. Serve as directed on such faculty committees as may be established;
11. Be available to serve as consultant or adviser to students or prospective students;
12. Be available to assist with student registration and orientation functions;
13. Participate in ongoing student assessment activities and participate in student problem-solving activities in collaboration with the Program Coordinator;
14. Assist the Coordinator in the ongoing development, implementation, evaluation and revision of the Practical Nursing curriculum;
15. Assist in the recruitment, admissions, withdrawal and graduation of students;
16. Assist the Coordinator in the construction, implementation, evaluation and revision of the Practical Nursing curriculum;
17. Conduct orientation of students to each clinical site and assure appropriate student clinical assignments and learning opportunities for all students;
18. Provide personal 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 Practical Nursing Student Organization;
21. Attend meetings of the Practical Nursing Faculty and the Allied Health Division and serve on committees of either as appointed or elected;
22. Perform other duties as assigned by the Coordinator of Practical Nursing, Director of Nursing & Allied Health, the Dean of Career and Technical Education or the President of the college.