Job Description: Certified Nurse Assistant Instructor

The CNA Instructor shall be approved by the Executive Director of Workforce Development and the Dean of Career and Technical Education. The salary of employment will be contracted per class. This position shall report to the Executive Director of Workforce Development and the Dean of Career and Technical Education.

Qualifications:
The Instructor shall be a registered professional nurse currently licensed in Missouri or have a temporary permit from the Missouri State Board of Nursing and not subject to any current disciplinary action. Must have had at least two (2) years of nursing experience and at least one (1) year of experience in the provision of LTC facility services in the last five (5) years. An instructor applicant shall also attend a seminar approved by the State to learn the methodology of teaching the course.

Description:
The Instructor will teach a minimum of 75 hours of classroom instruction.

Instructor will have the following duties and responsibilities:

1. Teach classes assigned by the Administration;
2. Teach the course curriculum as outlined in the manual entitled The Nurse Assistant in a Long-Term Care Facility, produced by the Instructional Materials Laboratory, University of Missouri-Columbia, 2001, catalogue number 50-5061-S. Instructors shall also use the companion instructor’s guide, catalogue number 50-5061-I;
3. Carry out the policies developed by the Board of Trustees as executed and interpreted by the administration;
4. Prepare and submit at dates and times designated all records and reports as required by the administration;
5. Keep accurate and sufficient records of student grades and attendance;
6. Maintain a time sheet with all instructional hours and hours used in preparation, grading or other activities necessary to prepare for classroom instruction;
7. Keep current undergraduate and graduate college transcripts on file in the Human Resources Office. These transcripts must show all college work earned, both graduate and undergraduate, along with all degrees or certifications granted;
8. Participate in the development/revision and implementation of assessment plan as appropriate;
9. Perform other duties assigned by the appropriate dean or the President.