Job Description: Certified Nurse Assistant Examiner

The CNA Examiner 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 Examiner shall be a registered professional nurse currently licensed in Missouri or have a temporary permit from the Missouri State Board of Nursing and shall not be the subject of disciplinary action. They shall have taught a similar course or shall be qualified to teach a similar course but shall not have been the instructor of the students being examined and not be employed by the operator whose students are being examined. The examiner shall be specifically approved by the State to administer final examinations and shall have signed an agreement with the division to protect and keep secure the final examination.

Description:
Examiner shall conduct and supervise the final written exam and practicum for the Certified Nurse Assistant students.

Examiner will have the following duties and responsibilities:

1. Provide testing as assigned by the Administration;
2. Order appropriate testing materials from the Department of Health and Senior Services and maintain the confidentiality of those records;
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 submit the information and appropriate forms to the Administration in a timely fashion;
6. Participate in the development/revision and implementation of assessment plan as appropriate;
7. Perform other duties assigned by the appropriate dean or the President.