

JOB DESCRIPTION



Position Title: BSN Program Coordinator/Instructor of Nursing

Division: Nursing and Allied Health

Employment Category: Faculty

Primary Location: District-wide
Based at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; 11 Months

Pay Grade: Faculty

Position Summary: The Bachelor of Science in Nursing (BSN) Program Coordinator/Instructor of Nursing is responsible for the implementation and maintenance of the BSN program, including coordinating program curriculum, developing and updating course materials, syllabi, and assessments, and instructing program students in the didactic, skills lab, and clinical areas, and is responsible for in accordance with the philosophy, mission, policies and procedures of the college and the nursing program; serving as a teacher, mentor and facilitator of learning.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Coordinates program curriculum, including developing and updating course materials, syllabi, and assessments; develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course shells, outlines, textbooks, and course procedure sheets for Nursing courses; assists with the preparation of course proposals, curriculum updates, and the construction of degree/certificate programs

Teaches assigned nursing courses at all program levels and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Nursing program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in Nursing course scheduling, department, division and college meetings; participates in on-going maintenance for the Systematic Evaluation Plan (SEP) for ACEN accreditation serves on college committees as assigned

Incorporates the Core Competencies of Academic Nurse Educators as defined by the National League of Nursing (NLN)

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Participates in nursing student advisement assignments; contributes to new faculty development and new faculty mentorship when assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in Nursing or Nursing Education from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Arizona Registered Nurses Licensure

Current Health Care Provider CPR Certification

Five years of experience as a professional Registered Nurse

Arizona DPS Fingerprint clearance card for clinical access

Successful completion of Cochise College's Medical History and Physical

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Preferred Qualifications:

Three years' teaching experience in nursing education, preferably in a community college setting

Exceptional organizational and interpersonal skills

Expertise in providing skills training and individual or small group tutoring

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the Nursing program

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in creating, adapting, and implementing student-directed, participatory, project-based curriculum

Skill in integrating technology into curriculum and other educational services

Ability to maintain an awareness of new instructional technology and advances in teaching and learning

Ability to learn new skills for enhancing and developing instructional programs

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- Ability to participate in assessment and evaluation processes
- Ability to participate in continuous improvement processes and strategies
- Ability to relate to a diverse population and to maintain composure when faced with difficult situations
- Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail
- Ability to work independently while contributing to team environment
- Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
- Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information
- Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes
- Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical classroom, clinical, or laboratory settings with appropriate climate controls and includes exposure to biological and chemical hazards. Online instruction, travel, evening and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Nursing

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.