

# JOB DESCRIPTION



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**Position Title:** Instructor of Nursing – License Practical Nurse

**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; 9 months/year  
May 1 – January 31

**Pay Grade:** Faculty

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**Position Summary:** The Instructor of Nursing - License Practical Nurse (LPN) is responsible for the instruction, organization, development and planning of the LPN Certificate Program, for facilitating instruction in the didactic, skills lab, clinical areas, and assisting with all educational components associated with the nursing program, and for providing a quality education for program students and performing instructional-related duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and the nursing program while 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:

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

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course 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

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful LPN certificate 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) and serves on college committees as assigned

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

Performs other related duties as assigned

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**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:**

Bachelor'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, with Advance Practice Certification preferred  
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  
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

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**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. 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.