



Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

POSITION JOB DESCRIPTION

DEPARTMENT: Vocational Nursing _____

POSITION TITLE:..... Vocational Nursing Instructor-Adjunct _____

POSITION NUMBER:..... _____

EMPLOYEE NAME: _____

PERSONNEL GROUP: Faculty _____

CLASSIFICATION LEVEL/GRADE: _____

CLASSIFICATION STEP: _____

POSITION REPORTS TO: Mike Pena, V.N. & NURA Program Chair _____

REVISION APPROVED BY:..... Mike Pena, V.N. & NURA Program Chair _____

(Minimum approval level: Departmental Supervisor and Above)

REVISION/APPROVAL DATE: August 2006 _____

EDUCATIONAL REQUIREMENTS:

Minimum educational requirements is an Associate of Applied Science Degree in Nursing. Preferably Bachelor's Degree in Nursing.

BASIC FUNCTION AND RESPONSIBILITY:

Provide instruction and monitor teaching/learning effectiveness in courses assigned by the Director, Department Chair, Dean of Health Science, or Associate Vice President for Instruction in area in which the instructor has appropriate qualifications. Use current skills and knowledge to promote student learning and active participation.

BASIC FUNCTION AND RESPONSIBILITIES:

1. Participate in the assessment of instructional needs of the designated nursing programs. Plan, evaluate, and revise as well as develop and implement curriculum needs, course syllabi and outcomes to assure the completion of program goals and requirements. Ensure instructional quality for the student as assessed by content mastery and competency-based skills.
2. Maintain current licensure, level of expertise, and be aware of current changes in discipline by work experience, conferences, continuing education units, course work, journals, etc.
3. Participate in college-wide and departmental committees and activities.

4. Participate in college activities that include but are not limited to orientation, convocation, in-service, graduation, and meetings and seminars designed for professional growth and development.
5. Ensure that course syllabi are revised to accurately reflect the expectations the faculty have of the students. This includes any new competencies identified through the systematic program evaluation process.
6. Inform the student through written information, email or website course requirements, grade determination, testing and other assignments as well as information regarding other departmental policies. This information is to be supplied to the student for each course a faculty member is assigned to teach.
7. Actively participate in meetings called by the Associate Vice President for Instruction, the Dean of Health Science Division, or the Department Chair for the purpose of disseminating information; providing input into the decision making process or for the sharing of expertise with colleagues.
8. Compile, administer and grade assignments and examinations in a timely manner so that the student is aware of his/her progress and allow time for the development of a plan that will promote student success and a positive outcome. Use compute and internet programs to disseminate information to students, prepare exams, and prepare class presentations as pertinent.
9. Provide a safe environment for students; encourage students to use available support services; encourage group activities and involvement of classes within allied health programs as appropriate. Collaborate with support services to ensure information is shared and discussed.
10. Be responsible for the security of assigned equipment, classrooms, office, and all other teaching materials.
11. Maintain FERPA standards as applied to public institution of higher learning.
12. Prepare a professional development plan in consultation with the department chair; review the plan on an on-going basis with the department chair; work with assigned peer mentor; serve as peer mentor as requested.
13. Work a minimum of forty hours per week. Post a minimum of ten office hours per week for student counseling, advising and/or tutoring.
14. Participate as a faculty advisor during early advising or during the registration process. Provide accurate career counseling and guidance as assigned by the Department Chair, Dean of Health Science or Associate Vice President for Instruction

15. Request additional library books, periodicals, journals, etc that are pertinent to the area of specialized instruction. Periodically evaluate library holdings.
16. Provide information and/or data to administration so that the proper reports may be completed and filed with the proper educational agency, funding agency, funding agency, or accrediting agency.
17. Follow the procedures related to the Registrar's Office such as grade reports and deadlines; attendance record reports; withdrawal deadline; class changes; and time and room scheduling.
18. Follow Laredo Community College's course, faculty, and student evaluation procedures.
19. Follow the proper procedures for requesting textbooks, instructional supplies, expendable supplies, and travel requests. Submit travel and absence reports within one week.
20. Support recruitment activities of the college and/or allied health department by participating in local and area career day, civic activities, and providing career guidance to high school, junior high school, and grade school students.
21. Sponsor or provide assistance with student organizations and activities.
22. Review and revise the catalog according to the proper procedures.
23. Substitute for colleagues when necessary.
24. Prepare, assign and direct the students in library research and/or outside assignments.
25. Promote the college's programs and curricula.
26. Follow the academic calendar as approved by the LCC Board of Trustees.
27. Participate in Southern Association accreditation activities; implement Institutional Effectiveness plan in occupation area.
28. Perform other duties as assigned by the Department Chair, Dean of Health Science, Associate Vice President for Instruction, or by the President.

EXPERIENCE:

Three years clinical/hospital experience in the teaching field and/or teaching experience at a community college and/or senior college level preferred.

SKILLS, KNOWLEDGE, ABILITIES:

Discipline competence; pedagogical competence that engages the student and focuses on student learning; ability to use current technology to enhance teaching effectiveness. Must be cooperative and professional in his/her communications with the public, the students, colleagues and college administrators. Must have good writing skills, vocabulary skills, and computer skills. Must be able to operate specialized laboratory equipment and audio-visual instructional materials. Must be able to develop and use laboratory/lecture strategies that enhance teaching effectiveness and promote student learning. Must have word processing skills. Must be willing to work days evenings and weekends as needed according clinical space availability.

LICENSES/CERTIFICATES:

Licensure by the Texas Board of Registered Nurse Examiners required.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 10-15 pounds. Inside Work-in a well-lighted and air-conditioned area most of the time.

SPECIAL CONDITIONS:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Title

Employees Signature and Date

Mike Pena

Print Name

V.N. and NURA Department Chair

Print Title

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.