



Laredo Community College

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

POSITION JOB DESCRIPTION

DEPARTMENT: Associate Degree Nursing _____
POSITION TITLE: INSTRUCTOR – Adjunct Clinical _____
POSITION NUMBER: _____
EMPLOYEE NAME: _____
PERSONNEL GROUP: Faculty _____
CLASSIFICATION LEVEL/GRADE: _____
CLASSIFICATION STEP: _____
POSITION REPORTS TO: Jose A. Martinez, A.D.N. Program Director _____
REVISION APPROVED BY: Jose A. Martinez, A.D.N. Program Director _____
(Minimum approval level: Departmental Supervisor and Above)
REVISION/APPROVAL DATE: 9/07; 2/09 _____

EDUCATIONAL REQUIREMENTS:

Must hold a Bachelors Degree with a major in nursing and have a minimum of three years experience in nursing practice. Preferred Master of Science in Nursing.

BASIC FUNCTION AND RESPONSIBILITY:

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

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Be aware of changes in health care, in nursing practice and of the occupational and academic needs of the students. Ensure instructional quality for the students by assessing their achievement and evaluating their competency.
2. Remain current on changes that occur in the discipline by actively attending conferences. Maintain level of expertise in respective clinical area through course work or work experiences; and by reading scholarly journals, or publishing, etc.

3. Inform the students through written information, email or website regarding course requirements, grade determination, testing and other assignments as well as information regarding other departmental policies.
4. Actively participate in meetings called by the Executive Vice President, Associate Vice President, the Dean or the Department Chair/Coordinator that are held for the purposes of disseminating information, providing input into the decision making process or for the sharing of expertise with colleagues.
5. Compile, administer and grade assignments and examinations in a timely manner so that students are aware of their progress and allow time for the development of a plan that will promote students' success and a positive outcome. Use computer and internet programs to disseminate information to students.
6. Provide a safe environment for students; encourage students to use available support services; encourage group activities and involvement of classes within nursing programs as appropriate. Collaborate with support services to ensure information is shared and discussed.
7. Maintain FERPA standards as applied to public institution of higher learning.
8. 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.
9. Follow Laredo Community College's course, faculty, and student evaluation procedures.
10. Be responsible for the security of assigned equipment, classrooms, office, and all other teaching materials.
11. Substitute for colleagues when necessary.
12. Prepare, assign and direct the students in library research and/or outside assignments.
13. Promote the college's programs and curricula.
14. Follow the academic calendar as approved by the LCC Board of Trustees.
15. Perform other duties as assigned by the Department Chair, Dean of Health Science, Associate Vice President for Instruction, or by the President.

SKILLS, KNOWLEDGE, ABILITIES:

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. Should also have a good working knowledge of maintaining student records and dealing with sensitive information.

LICENSES/CERTIFICATES:

Current RN license to practice in the State of Texas.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 10-15 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work-inside a well-lighted and air-conditioned area most of the time.

SPECIAL CONDITIONS:

Immediate supervisor may assign other duties. May be required to work outside regular working hours. May be required to work at a different college work site or campus as needed.

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

Jose A. Martinez

Print Name

Associate Degree Nursing Program Director

Print Title

Jose A Martinez 4/27/09

Supervisors Signature and Date

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