

RN-ASN Program 9 Month Instructor

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus

Applications will be accepted until position is filled, with preference being given to those received on or before April 15, 2024.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

Please submit: **(1)** a letter of application, **(2)** a resume and **(3)** official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It may be sent by mail or e-script.) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

JOB SUMMARY:

Responsible for imparting knowledge to students. Responsible for selecting, teaching, guiding, and evaluating all learning experiences in the classroom, laboratory and clinical facilities. Responsible for developing methods that assess knowledge retention of students. Responsible for evaluating teaching and learning styles to improve instructional services. Responsible for maintaining compliance with regulatory requirements and all program accreditation activities.

RESPONSIBILITIES:

- Program Coordination/Instructional Development
 - Develop curriculum guides, course syllabi, schedules, outlines, and other instructional materials
 - Assist in the planning and implementation of a sound research based educational program
 - Ensure evaluation of student achievement is sufficient and accurate
 - Participate in curriculum meetings
 - Meet deadlines related to this function
- Instructional/Teaching Performance
 - Utilize innovative, effective, and equitable teaching modalities.
 - Follow course syllabi and outlines
 - Maintain time on task
 - Receive favorable student evaluations of instruction
 - Meet deadlines related to this function

- Program/Instructional Management
 - Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
 - Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics, etc.
 - Ensure course objectives and content are current
 - Meet deadlines related to this function

- Classroom Management
 - Maintain a healthful, safe, and secure classroom/learning environment
 - Project a professional attitude toward students
 - Demonstrate and encourage professional growth and improvement
 - Utilize the approved curriculum
 - Maintain accountability of all assigned book, equipment, and supplies
 - Meet deadlines related to this function

- Student Guidance/Advising Activities
 - Provide career counseling and academic advising
 - Follow curriculum guides in scheduling to ensure timely completion of program of studies
 - Serve special populations
 - Make appropriate referrals to students with special needs
 - Maintain appropriate number of students in class and in program
 - Meet deadlines related to this function

- College and/or Community Services
 - Participate in recruitment activities, i.e. career fairs, etc
 - Maintain program accreditation/certification or program licensure requirements

- Provide service to the College that may include some of the following activities:
 - Sponsor student organizations
 - Serve on or chair committees
 - Conduct or coordinate teaching consultant activities
 - Facilitate workshops
 - Teaching consultant activities
 - Teach continuing education or customized industry courses
 - Provide routine equipment maintenance
 - Initiate and write new program proposals
 - Serve on college committees as required

- Provide service to the community that may include:
 - Participation in health fairs
 - Participation in charity or community activities
 - Meet deadlines related to this function

- Professional Activities, Leadership, and Service-participate in professional development activities that may include:
 - Membership in professional organizations
 - Serve on a Board or in an Office of Professional Association
 - Present a paper or facilitate a workshop at a professional conference
 - Participate in a Leadership Academy

- Serve on an external institutional or program accreditation team
- Participate in industry visits
- Exemplify leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
- Meet deadlines related to this function
- Perform other related duties as assigned

QUALIFICATIONS:

Minimum Requirements:

- Must hold a minimum of a Master's of Science in Nursing (MSN) from an accredited institution
- Must have a minimum of 2 years of nursing practice as a registered nurse in a clinical or Medical-Surgical practice setting.
- Prefer at least 2 years teaching experience in an undergraduate registered nurse program
- Prefer experience with curriculum development

Essential Knowledge, Skills, Abilities and Competencies:

- Effectively evaluate situations and make decisions.
- Establish and maintain effective professional relationships with a diverse group of individuals, both internally and externally.
- Ability to maintain a task orientation and a high attention to detail.
- Proficiency in the use of standard office equipment and networked personal computers.
- Proficiency in or ability to become proficient in a variety of software, including but not limited to Microsoft Office.
- Oral and written communication skills.
- Ability to perform basic mathematical computations needed to complete job tasks.
- Skilled at planning, organizing, and prioritizing job duties to meet deadlines.
- Maintaining interpersonal professional working relationship at all levels – students, peers, and Executives.

Essential Physical Requirements, Equipment and Work Environment:

- Frequent (50% or more) sitting, standing and walking.
- Lift and move items weighing up to twenty (20) pounds.
- Reach, stoop, kneel, and crouch as required for filing and storage of office supplies and other work-related equipment.
- Personal computer and related equipment.
- Office equipment such as copier and telephone.
- Office environment.
- Read and interpret documents and data which may be in very small print.
- Work different daily shifts Monday through Friday with occasional weekends and overtime as required.
- Travel as required as well as work at different campuses or locations as required.