Practical Nursing Lead Instructor

Florida Parishes Campus

Job Announcement

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

Applications will be accepted until position is filled, with preference being given to those received on or before February 28, 2022. 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 official, it must be sent directly from the school to Human Resources. It may be sent via e-script or mail.) 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:

Leads, oversees, and participates in the work of staff responsible for providing classroom and clinical/laboratory instructional services. Performs a variety of administrative tasks relative to health sciences and nursing educational programs. Responsible for providing instructional services in the area of practical nursing. Responsible for selecting, teaching, guiding and evaluating all learning experiences in the classroom and clinical facilities. All learning experiences and methods of instruction shall provide opportunity for fulfilling the objectives of Health Sciences courses.

QUALIFICATIONS:

Minimum Requirements: Shall be a Registered Nurse with a minimum of four years' experience in medical-surgical nursing or nursing education. At least one of these four years must have been as a medical surgical hospital staff nurse providing direct patient care. The Registered Nurse must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application. Must have a current Louisiana nursing license.

RESPONSIBILITIES:

- **Supervisory Duties**
  Exercise functional and technical supervision over appropriate instructional staff at respective campus
  Lead, plan, provide training to, and review the work of staff responsible for providing classroom instruction and clinical/laboratory demonstration services relating to a specific academic program; prepare annual, written evaluations of assigned instructors

Train new instructors in classroom or clinical/laboratory instruction methods, techniques, and in assembling and using equipment
Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
Interpret, explain, and enforce College policies and procedures.

- **Instructional/Teaching Performance**
  Utilize innovative, effective, and equitable teaching techniques
  Follow course syllabi and outlines
  Maintain time on task
  Receive favorable student evaluations of instruction
  Meet deadlines related to this function.
- **Program Coordination/Instructional Development**
  Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
  Prepare course offering schedule based on Curriculum Guides
  Participate in curriculum meetings
  Meet all 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 (if applicable), etc.
  Meet all deadlines related to this function
- **School or Classroom Management**
  Practice appropriate safety precautions
  Maintain student discipline
  Meet all deadlines related to this function
  Maintain accountability of all assigned books, equipment, and supplies
- **Student Guidance/Advising Activities**
  Provide career counseling and academic advising
  Follow Curriculum Guides in scheduling to insure timely completion of a 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 all 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:**
  Participate in health fairs
  Participate in charity or community activities
  Meet all deadlines related to this function

- **Professional Activities, Leadership, and Service – participate in professional development activities that may include:**
  Complete coursework or degrees
  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 all deadlines related to this function
- **Perform other related duties as assigned**

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Essential functions that medical assistants need to be able to perform include:

- Passing a cardiopulmonary resuscitation (CPR) course
- Applying universal precautions such as hand washing and applying mask, gown and gloves
- Providing sufficient physical support to safely assist patients in moving
- Performing clinical treatment activities
- Able to move in confined spaces
- Maintain balance in standing position
- Twist body from one side to the other
- Reach below the waist and to the front or the side of the body to the level of the top of head
- Able to push, pull, stabilize, twist, and freely move arms to allow movement of 50 pounds as in moving an object or transferring a client from one place to another
- Able to possess hand and finger coordination and strength to allow grasp, twist and pinch of an object weighing 5 pounds for at least 5 seconds
- Ability to distinguish subtle vibrations through the skin (pulse)
- Able to move quickly in case of emergency situations
- Able to identify the subtle difference in surface characteristics (feel a raised rash)

- Able to squat or modified squat (one knee on floor) for at least 1 minute
- Able to climb and descend a flight of stairs in succession
- Able to walk independently without assistance

INTERPERSONAL SKILLS:
Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS:
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.