

INSTRUCTOR, ASSOCIATE DEGREE NURSING PROGRAM

GENERAL STATEMENT:

Serves to develop, implement, and evaluate, with assigned team members, the associate degree nursing curriculum in accordance with the academic standards of TVCC and the nursing program.

REPORTS TO:

Team Leader, Associate Degree Nursing Program and Health Science Center Provost

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Nursing.

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas.

EXPERIENCE:

At least three (3) years of recent clinical experience in nursing, preferably in a variety of settings; Teaching experience in an Associate Degree Nursing program preferred.

OTHER:

Good interpersonal skills and ability to work in a team.

DUTIES AND RESPONSIBILITIES:

- Maintain academic standards as established by the College and nursing program.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the team leader as early as possible of an inability to meet a class.
- Maintain scheduled posted office hours, attendance and scholastic records as required by the College.
- Assist with counseling and registration of students.
- Attend all faculty meetings, commencements, and other special meetings called by the team leader, provost, the vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and institution.
- Participate on College committees, nursing committees, sponsorship of College clubs and organizations, and other College activities.
- Assist in planning of the budget and the selections of textbooks, visual aids, and library holdings.
- Observe regulations as outlined in College faculty handbook.
- Participate in development, implementation, and evaluation of total nursing curriculum.
- Coordinate clinical experiences and maintain public relations with the respective cooperative agencies.
- Serve as a resource person for students.
- Assist in recruitment and retention of nursing students.
- Participate in evaluation of nursing students.
- Keep abreast of current trends in clinical nursing through active employment in local hospital or through continuing education.

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- Participate in Master Plan of Evaluation process with other ADN faculty.
- Participate in professional organizations.
- Participate in activities related to NLNAC accreditation and Texas BON approval including writing of the self-study.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/20/95 Revised: 11/9/07

JD198