

TEAM LEADER/INSTRUCTOR, ASSOCIATE DEGREE NURSING PROGRAM

GENERAL STATEMENT:

Serves to coordinate the activities of the teaching teams and 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:

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; At least one (1) year teaching experience at TVCC on the team that will be leading preferred.

OTHER:

Membership and participation in professional organizations; Good interpersonal skills and ability to work in a team.

DUTIES AND RESPONSIBILITIES:

- As Team Leader:
 - chair the team meetings of respective team.
 - work with faculty in the development, implementation, and evaluation of the course syllabi.
 - assist faculty in development and evaluation of teaching-learning methods.
 - direct the activities of the team and delegate as needed to team members.
 - attend team leader meetings with provost.
 - assist in first-level problem-solving with faculty and students.
 - collaborate with coordinator of the skills laboratory as related to clinical skills, procedures, and laboratory assignments.
 - assist in preparation of the budget by recommending budget priorities.
 - assist in orientation and evaluation of instructors as members of the teaching team.
 - assume administrative responsibilities in the absence of the provost.
 - coordinate and schedule class/clinical/skills and other activities for students and team members.
 - submit all required student grade reports to the registrar's office on schedule.
- As Instructor:
 - 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.

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- arrive on time for classes or notify the provost as early as possible of an inability to meet a class
- participate in activities related to NLNAC accreditation and Texas BON approved including writing of the self-study.
- 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 provost, vice president of instruction, or the president.
- keep the administration informed regarding matters affecting the welfare of students, faculty, and the 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 the total nursing curricula.
- coordinate clinical experiences and maintain public relations with the respective cooperative agencies.
- serve as a resource person to students.
- assist in recruitment and retention of nursing students.
- participate in evaluation of nursing students.
- keep abreast of current trends of clinical nursing through active employment in local hospital or through continuing education.
- adhere to the health occupations division health and safety policy.
- maintain current CPR certification for health care providers.
- participate in Master Plan of Evaluation process with other ADN faculty.
- participate in professional organizations.
- 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

Approved: 09/20/95 Revised: 02/28/08