

Nursing Assistant Instructor Position Description

Education:

Baccalaureate preferred registered nurse, licensed in Illinois. Must have completed the Train the Trainer Basic Nurse Aide Training Program within the last five years that includes the Approved Evaluator and Alzheimer's courses.

Reports to:

Chair of Career Pathways and Continuing Education

Purpose:

Leading and directing students toward their goal of satisfactory completion of the Certified Nurse Aide (CNA) course.

Responsibilities:

1. Coordinates and instructs assigned CNA courses at the locations and times designated.
2. Promote the mission, philosophy, instructional goals and objectives of Methodist College
3. Develops and maintains an environment conducive to effective learning within the limits of resources provided
4. Prepares for classes and clinical sites assigned
5. Employs a variety of instructional techniques and instructional media, consistent with the physical resources of the teaching site, and consistent with student needs/capabilities
6. Encourages students to meet acceptable performance standards as defined in course syllabi and by state guidelines
7. Takes all necessary and reasonable precautions to protect students, patients, equipment, materials, and facilities
8. Evaluates student progress on a continuing basis, reporting in writing at designated times
9. Works to establish and maintain open lines of communication with students concerning their progress
10. Maintains accurate and auditable records of student attendance and performance as required by law and school policy
11. Assist in upholding state and college policies and procedures
12. Prepares course application forms and maintain student enrollment and test registration records
13. Establishes and maintains cooperative relationships with college staff and clinical site staff
14. Performs other tasks assigned by the program coordinator.

Length of contract:

Adjunct faculty contract for 5 credit hours, including additional clinical time. Work schedule to be flexible as required to provide planned courses.

Working conditions and physical effort:

- Work is normally performed in a typical interior-office work environment.
- No or very limited exposure to physical risk.
- No or very limited physical effort required.
- Noise levels not above a point that hearing protection is needed.

Communication:

- Excellent communication skills.
- Interacts effectively with students, staff, faculty, and external clients of MC.
- Must have ability to interact effectively and courteously with culturally diverse groups.
- Ability to communicate only the facts to recipients or to decline to reveal information.
- Ability to project a professional, friendly, and helpful demeanor.