

NORTHWEST TECHNOLOGY CENTER
JOB DESCRIPTION
Created 8/2024

JOB TITLE: Practical Nursing Assistant Director/Instructor - Alva Campus

JOB SUMMARY: To coordinate and conduct a competency-based instructional program; teach knowledge, attitudes and skills in the Practical Nursing curriculum.

QUALIFICATIONS:

Education: Currently licensed as a Registered Nurse in Oklahoma with an unencumbered license; have a master's degree in nursing.

Experience: At least one academic year, full-time experience teaching in a nursing education major; a minimum of two years full-time equivalent practice as a registered nurse in a clinical setting, within the last five years preceding the first date of first employment as a teacher.

Certification: Current licensure as a Registered Nurse (MSN, RN) in Oklahoma

Dependability: Regular attendance following a designated work schedule. Must be able to attend and participate in meetings/conferences as scheduled within school district and state and national level.

Skills Required: Working knowledge of the healthcare industry, business management and business math. Ability to use or learn to use personal computers and major types of software including word processing, spreadsheets, and presentation programs. Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.

Physical Requirements: Requires lifting, handling, carrying books, manuals, file and presentation materials and equipment.

Mental/Emotional Requirements: Moderate to extreme. Ability to meet frequent deadlines requiring concentrated effort and overtime work; ability to work on a variety of projects at the same time; ability to deal with major issues and problems which can create high stress; administrative and organizational skills; excellent interpersonal skills; ability to interpret and implement laws and regulations as pertain to the operation and management of personnel and schools; good judgment; excellent communication skills, attention to detail; ability to establish good rapport with staff and others is essential.

ESSENTIAL JOB FUNCTIONS:

1. Work with NWTC Administrators in maintaining a Practical Nursing Major that complies with the rules and regulations set by the Oklahoma Board of Nursing and the Oklahoma Department of Career and Technology Education for an approved School of Practical Nursing.
2. Assist with hiring new staff for the Practical Nursing Program.
3. Coordinates selection and requisition of instructional materials, supplies and equipment.
4. Maintain inventory control and records for the department.
5. Develop classroom, laboratory, clinical and student activity schedules for the Program.
6. Coordinate and supervise activities of secretarial support staff.
7. Manage faculty meetings for the PN Program.
8. Coordinate student orientation and entry into the Program.
9. Coordinate pinning and graduation ceremonies for the Program.
10. Obtain and provide orientation for classroom/clinical substitute instructors as needed.
11. Serve and/or assist faculty members as they serve as sponsors for the Career Tech Student Organization (HOSA)
12. Maintain records and reports as required by the State, District and accrediting agencies.
13. Coordinate development of the curriculum and teaching assignments.
14. Coordinate development of student and faculty clinical rotation schedules.
15. Supervise and evaluate faculty in the classroom and clinical settings.
16. Coordinate development, revision and evaluation of student and clinical policies and procedures handbooks.
17. Work cooperatively with the clinical staff to orient students to the clinical facilities.
18. Provide a means for students to have input, re: (a) major orientation; (b) student/faculty liaison committee; (c) clinical and classroom instructional evaluation.
19. Assist in placing all qualified students available for employment upon completion of the Program.
20. Work cooperatively with Career Center, Financial Aid and Counselors to provide support services for the instructional program.
21. Maintain active Advisory Committee.
22. Develop and facilitate program evaluation.
23. Provide instruction and supervision in the clinical setting at assigned times and locations.
24. Enforce rules and regulations of the affiliating institutions.
25. Maintain up-to-date clinical records.
26. Coordinate orientation to the clinical environment prior to having students assigned to that area.
27. Development of policies and criteria for admission, evaluation and promotion and graduation of students.
28. Attend the Annual Technology Summer Conference and other conferences as required.
29. Notify the Oklahoma Board of Nursing of faculty appointments, changes in the program or its administration and reports as directed by Oklahoma Board of Nursing.

OTHER JOB FUNCTIONS:

1. Maintain a line of communication and work cooperatively with instructors, administration, staff, and students.
2. Develop and maintain a line of communication with patrons, business and industry, economic development organization, and other educational institutions for the purpose of fulfilling the stated beliefs, mission and vision of Northwest Technology Center.
3. Perform other tasks and assume duties that may be required.

RESPONSIBLE TO: Practical Nursing Director
CLASSIFICATION : Professional Non-Certified
FLSA – Exempt