

BRIEF DESCRIPTION OF POSITION

The Career Technical Education (CTE) Certified Nursing Assistant (CNA) Program Director-Instructor, under the supervision of the Director of Career Education and Site Principal, the Program Director-Instructor will instruct students in the essential skills required for administrative and clinical tasks as a certified nursing assistant. The Program Director-Instructor is also responsible for all aspects of the program, including the organization, administration, continuous review, planning, development and general effectiveness of the program. The Program Director-Instructor is accountable for students' attainment of education goals and objectives and ensuring program compliance with all regulatory agencies and accrediting bodies. The Program Director provides instructional leadership to staff, including curriculum planning, review and implementation, and professional development. Other responsibilities include maintaining student instructional records, student recruitment, advisement, retention goals, participating in school activities and committees, training and evaluating student performance, and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Leadership Responsibilities:

- Coordinate and supervise all activities within the program
- Coordinate and facilitate program staff meetings monthly and bi-annual advisory committee meetings
- Communicate regularly and establish and maintain working relationships effectively as part of a team with all student stakeholders, including administrators, parents, support staff, and other teachers
- Additional duties as required to maintain the program's California Department of Public Health (CDPH) approval and compliance with CNA Training Program State & Federal Regulations - CA Title 22 and Federal Title 42 (<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/TPRU.aspx>).

2. Administrative Responsibilities:

- Must ensure 100% program compliance with all standards and guidelines set forth by state and national accrediting bodies and regulatory agencies
- Maintain student records and conduct regular placement follow-ups after graduation
- Collaborate with district and post-secondary educators and industry partners to integrate current industry and academic standards within curriculum development
- Assist in recruitment and prepare students for employment or advancement
- Evaluate student skill competencies and job readiness
- Oversight of instructors, curriculum, verification of student training, and signing of CDPH 283B after the student successfully completes the NATP. (NATP in a non-Skilled Nursing Facility (SNF) owned NATP)
- Ensure all publications and advertising, electronic and hard copy, are accurate and updated
- Ability to use a computer to communicate via email, navigate and run tasks using the student information system, input grades and take attendance, correspond with students and create Microsoft documents (Word, Excel, PowerPoint, etc.) and related programs in the Google Suite

3. Instructional Support:

- Lead staff toward instructional improvement and mentor as needed to improve instruction
- Substitute for program staff when needed
- Provide quality instruction based on CDPH-approved course outline and training schedule

4. **Clinical Externship Coordinator:**

- Communicate regularly with clinical externship sites, maintain current clinical externship sites, affiliation agreements, and required documentation, and develop new sites as required
- Coordinate and ensure timely placement of students at clinical externship sites, conduct orientations, and provide students with necessary documentation and information for sites
- Monitor, evaluate, and report student progress and attendance
- Conduct regular site visits and support other CNA Instructors as needed on-site during clinical externship.
- Communicate regularly with program staff and site and district administrators.
- Attend quarterly externship coordinator meetings as scheduled

5. Performs other duties as assigned.

REQUIREMENTS

WORK YEAR: Certificated teacher work calendar
CREDENTIAL: Valid California Designated Subjects CTE Health Science & Medical Technology Teaching Credential in the K12-Adult Setting (The instructor is responsible for maintaining proper and correct credentials.)

EDUCATION: High School Diploma or equivalent (Required)
Valid Registered Nurse (RN) license in California (Required)

EXPERIENCE: Two years of nursing experience (Required). One (1) of the two years must be verifiable experience as a licensed nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, home health, hospice care, or other long-term care setting

PLUS

Must have ONE of the following:

1. [Verifiable] completion of a course in teaching adults; OR
 - Completion of a 24-hour course in "Planning, Implementing and Evaluating Educational Programs in Nursing" satisfies this requirement.
 - Completion of a course approved by the Board of Registered Nursing (BRN) or by an accredited educational institution satisfies this requirement.
 - A BRN continuing education course certificate used to meet this requirement must comply with the requirements found in 16 CCR, §1450 et seq.
2. [Verifiable] One (1) year of experience planning, implementing, and evaluating educational programs in nursing.

CDPH approved Nursing Assistant Training Program (NATP) Instructor or facility Director of Nursing (DON) in a facility-based program that meets the requirements found in 42 CFR 483.152(a)(5). (Required)

Director of Staff Development (DSD) certified or proof of DSD eligibility (required)

- SALARY:** Certificated teacher salary schedule
(Please note that since the programmatic budgets for Career Technical Education grants contain personnel costs necessary to implement, this position is being advertised as a temporary/restricted position funded by categorical/grant revenues.)
- BENEFITS:** Medical (employee contribution), 100% dental, vision and life insurance
- SELECTION:** Selection procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
- ASSIGNMENT PROCEDURES:** Assignment procedures will be in accordance with those established for all certificated personnel by district policy or administrative regulation.
- PHYSICAL DEMANDS:** Frequent district-wide and occasional statewide travel