



**ADULT SCHOOL
CERTIFIED NURSE ASSISTANT INSTRUCTOR**

Board Adoption Date: 08/21/24

BRIEF DESCRIPTION OF POSITION

The Certified Nurse Assistant (CNA) Instructor is responsible for participating in the planning, organization, and implementation of education and clinical development of Nursing Assistant students. The CNA Instructor will provide learning activities that enable students to develop the knowledge and skills needed for employment as a Certified Nurse Assistant. The CNA Instructor will provide theory and skills lab instruction and supervise students' clinical rotations at an approved clinical site under the guidance of the current program director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- a. Provide direct instruction to students according to CDPH's established course curriculum for the Nurse Assistant Program.
- b. Provide theory and clinical instruction to students required to pass the CNA certification examination.
- c. Prepare lecture material, lab activities, student resources, and assessments (formative and summative) to correlate with the CDPH-approved course lesson schedule (CDPH 276B)
- d. Demonstrate every mandated skill, observe the student performing the skill, make corrections, and evaluate the student's performance of the skill (both in the classroom, lab, clinical, and in makeup sessions), and only when the student can successfully perform the skill sign off on the performance (according to CDPH requirements)
- e. Provide a safe and stimulating learning environment in the class, lab, online, or in the clinical setting that encourages participation, interpersonal skill development, and concepts of quality patient care.
- f. Organize clinical rotation in coordination with nursing staff at the designated clinical facility
- g. Coordinate and ensure timely placement of students at clinical externship sites, conduct orientations, and provide students with necessary documentation and information for sites.
- h. Supervise students on-site during clinical externship days (travel in a personal vehicle is required).
- i. Adhere to school and clinical site operating policies and procedures and safety.
- j. Develop and administer a formative and summative evaluation to assess student learning.
- k. Maintain accurate records on all students, including but not limited to attendance records, schedules, course requirements regarding hours of instruction and content, makeup sessions, and exam pass rates.
- l. Complete and deliver written records and reports as required.
- m. Maintain a competency testing pass rate of 75% or higher
- n. Assist students in meeting program requirements (submission of records to CDPH, schedule competency testing, schedule Live Scan, etc.)
- o. Maintain a professional classroom and workplace environment.
- p. Performs other related duties and tasks as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

- Committed to student success, establish a supportive and safe learning environment, have excellent people skills and the ability to communicate effectively.

Ability to:

- Ability to use a computer to communicate via email, correspond with students, learn and use various software and learning management systems (Canvas), and work with Google and Microsoft documents and a willingness to improve digital literacy skills.

REQUIREMENTS

SCHEDULE: Hourly, 12-24 hours per week including morning and/or evening hours.

EDUCATION:

- A high school diploma or equivalent (required)
- Bachelor's degree (preferred)
- Completion of a 24-hour course in "Planning, Implementing and Evaluating Educational Programs in Nursing" satisfies this requirement **OR**
- Completion of a course approved by the Board of Registered Nursing (BRN) or by an accredited educational institution satisfies this requirement. **OR**
- A BRN continuing education course certificate used to meet this requirement must comply with the requirements found in 16 CCR, §1450 et seq. (required)

EXPERIENCE: Two (2) years of nursing experience as an RN or LVN (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, hospice care, or other long-term care setting.

**CERTIFICATES/
CREDENTIALS
LICENSES:**

- Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching Credential **OR**
- Be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California. (required)
- Current license as a nurse in California (RN or LVN) (required)
- Valid California Driver's License (required)
- Prior to employment, the applicant must submit form CDPH-279 and be approved by the CDPH as a CNA Program Instructor for Oxnard Adult School. (required)

SALARY: Certificated Adult Education Teacher Hourly Salary Schedule

OTHER: Bilingual (English/Spanish) (preferred)

**PHYSICAL
CHARACTERISTICS:** Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; some lifting, carrying, pushing, and/or pulling; some climbing, balancing, stooping, kneeling, and crouching; and significant dexterity of hands and fingers to operate a variety of medical devices and equipment. Ability to lift 50 lbs. Generally, the job requires 40 percent sitting, 20 percent walking, and 40 percent standing.