

*Approved
6-22-20*

SCHOOL DISTRICT OF BRADFORD COUNTY JOB DESCRIPTION

TEACHER, CTE, POST-SECONDARY,

PRACTICAL NURSE INSTRUCTOR

JOB CODE 53004

QUALIFICATIONS:

- (1) A degree in Associate of Science in Nursing ASN (2 year)
OR
Bachelor of Science in Nursing degree BSN (4 year),
OR
Masters of Science in Nursing, preferred.
- (2) Five (5) years' experience/formal training in the content area.
- (3) Valid Florida Driver's License.
- (4) Eligibility for District CTE Teaching Certificate
- (5) Computer proficiency.
- (6) Satisfactory criminal background check and drug screening.
- (7) Current Florida RN license
- (8) Current BLS card required.

KNOWLEDGE, SKILLS AND ABILITIES:

Ability to work effectively with others, individually, or in a team environment. Detail-oriented and self-motivated with the ability to make decisions and complete projects and tasks within deadlines. Possesses strong communication skills in oral, written, and electronic mediums. Ability to manage a complex workload, prioritize tasks, and use good judgment in providing services based on goals. Ability to demonstrate enthusiasm, job tolerance, initiative, and a strong work ethic. Knowledge of online, blended, and traditional curricula at all levels. Possess technical knowledge and skills to effectively interface with multiple operating systems, enter and extract data, analyze and process information. Ability to work effectively with curriculum providers and online instructors in assuring compliance with statutory, board, and licensure requirements. Working knowledge of Microsoft Word, Excel, and PowerPoint, and Email.

REPORTS TO:

Director, Career and Technical Education

JOB GOAL:

To lead students toward passing the NCLEX exam and becoming well rounded, highly qualified, safe providers of patient centered care.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

- (1) Supervise student nurses and demonstrate patient care in clinical units of health care facilities.
- (2) Demonstrate and teach patient care in classroom and clinical settings to nursing students and instruct students in facilitating the principles and application of physical, biological, and psychological, subjects related to nursing.
- (3) Develop, coordinate, and maintain effective marketing of public relations strategies.
- (4) Collaborate with colleagues to coordinate student enrollment, selection of curricula, study materials, and equipment needed for the practical nurse programs.
- (5) Conduct and supervise laboratory and simulation experiences.
- (6) Assist in equipment and supply inventory, maintenance and purchase.
- (7) Conduct orientation for students.
- (8) Work and communicate effectively, both orally and in writing, with other instructors, parents, school-based personnel, district personnel, state and local agencies, and other professionals on a consistent basis.
- (9) Work and communicate effectively with school leadership teams, administration, state and local agencies and other appropriate persons.
- (10) Assist with other projects by providing services as part of a collaborative effort when needed.
- (11) Respond to inquiries and concerns in a timely and efficient manner.
- (12) Promote collaborative efforts among staff to focus outcomes on the unified direction of assisting students and parents to increase the level of student achievement.
- (13) Maintain a network of peer contacts. Maintain a working relationship with all appropriate governmental agencies.
- (14) Make visits to clinical sites when necessary.
- (15) Use effective communication strategies to interact with a variety of audiences. Keep supervisor informed of potential problems or unusual events.
- (16) Attend training sessions, conferences, and workshops to keep abreast of current practices, programs, trends, and legal issues.

- (17) Promote and support the professional growth of self and others.
- (18) Assist in planning, coordinating, implementing, and evaluating the practical nurse program.
- (19) Work cooperatively with school and district staff, and become actively involved in the total effort to bring about quality education for students.
- (20) Assist with accurate and appropriate record keeping for continuous accountability and documentation.
- (21) Assist in the preparing, reporting and projecting budgets.
- (22) Prepare or oversee the preparation of all required reports and maintain appropriate records.
- (23) Consistently represent the district in a positive and professional manner.
- (24) Promote discussions among students related to health care.
- (25) Anticipate potential problems, and develop processes or procedures to prevent or address them.
- (26) Exhibit a positive and flexible attitude.
- (27) Foster and develop a professional image.
- (28) Promote a passion for learning and growing.
- (29) Complete professional development activities as appropriate.
- (30) Perform other incidental tasks consistent with the goals and objectives of this position.

PHYSICAL REQUIREMENTS:

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the school district's approved compensation plan. Length of the work year and hours of employment shall be those established by the school district. 256 days. 8 hours per day.

EVALUATION:

Performance of this job will be evaluated in accordance with the provisions of the school district's Performance Evaluation System for Post-Secondary Adult Vocational programs.

JOB DESCRIPTION SUPPLEMENT: 5

SALARY SCHEDULE:

Instructional Pay Schedule

BCSB approved: _____