

YUBA COUNTY OFFICE OF EDUCATION
Certificated Job Description

CERTIFIED NURSE'S ASSISTANT ROP INSTRUCTOR

DEFINITION:

Under the direction of the assigned Principal or designee, the Certified Nurse's Assistant ROP Instructor is responsible to teach a program designed to provide the students with the skills necessary to administer care for patients or residents in a hospital, extended care facility or in-home care, and performs other related duties as assigned by the supervisor.

DIRECTLY RESPONSIBLE TO:

Principal or designee

SUPERVISION OVER:

None; provides assistance and guidance to other staff.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Maintains supplies and equipment, including and not limited to inventory and the preventative maintenance and repairs of assigned supplies and equipment.
- Supervising the use of supplies and equipment, including instruction in the proper use of supplies and operation equipment.
- Assists in integrating industry and academic standards within curriculum development.
- Provides group and individual instruction utilizing the most effective teaching strategies and in accordance with guidelines.
- Offers remediation classes as needed to current and former students.
- Assists in recruitment and prepares students for employment and/or advancement.
- Evaluates students' skill competencies and job readiness.
- Secures clinical training sites for students and completes required forms for approval.
- Maintains accurate student attendance records, background checks, physicals, and tests.
- Manages classroom in such a manner as to ensure an environment conducive to learning.
- Completes and delivers written records and reports as required.
- Completes and provides job reference requests for former students.
- Reviews and suggests course curriculum and textbooks for adoption for the program.
- Collaborates with local health care agencies to determine local needs and establish plans.
- Works with local businesses and graduate to identify future job placement.

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- Prepares and submits program renewal application to the California Department of Public Health.
- Serves as a liaison between County Office and administrators, personnel, outside organizations or the public concerning assigned area.
- Participates in required school and district-sponsored professional development activities.

MINIMUM QUALIFICATIONS:

Education, Training and Experience:

- A current California RN or LVN license is required.
- Must hold the qualifications to obtain a California Designated Subjects Career Technical Education Teaching Credential in the appropriate industry sector area or an Adult Education Credential.
- Two years of RN/LVN experience with at least one year of experience providing care to chronically ill or elderly persons in any of the following: acute care hospital, skilled nursing facility, intermediate care facility, or other long term care facility.

Knowledge of:

- Theoretical and technical aspects of field of specialty.
- Basic record-keeping and filing techniques.
- California Career Technical Education Standards.
- Current practices and training methods.
- Classroom procedures and appropriate student conduct.
- Instructional methods and techniques.
- Safe practices in classroom, laboratory, shop and working environments.
- Applicable sections of the State Education Code, Local, State and Federal laws, codes, regulations, and requirements as related to assigned activities and/or instructional area.
- Community resources.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- County Office organization, operations, policies, and objectives.
- Operation of a variety of office equipment and software, including but not limited to Microsoft Office Suite and Google Suite.

Skills and Abilities:

- Work and communicate effectively with students, staff and local business partners.
- Effectively instruct, coach, and mentor students.

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- Teach in a classroom environment and supervise clinical portion of class.
- Effectively and independently complete work assignments.
- Demonstrate strong organizational and time-management skills.
- Demonstrate excellent written, verbal, and interpersonal communication skills.
- Work accurately with great attention to detail.
- Read, interpret, and follow pertinent federal, state and local laws, codes and regulations including administrative and department policies and procedures.
- Works collaboratively with assigned supervisor and team members to assure the effective and efficient operation of the assigned program.
- Improves teaching effectiveness by responding to supervisor's performance evaluation recommendations and by participating in required school and district-sponsored professional development activities.
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of staff and students.
- Adapt to changing program/department needs.
- Understand and maintain confidentiality.

Physical Requirements:

- Bending at the waist, sitting on the floor, kneeling or crouching; climbing or balancing while on a step stool.
- Eyesight corrected or uncorrected sufficient to read a variety of materials including but not limited to fine print.
- Hearing with or without use of hearing aid(s) sufficient to hear any conversation with others.
- Manual dexterity and coordination sufficient to operate office and/or classroom equipment.
- Sitting, standing and/or walking for extended periods of time.
- Ability to lift light objects (less than 20 lbs.) on an intermittent basis. May be required to lift heavy objects (up to 30 lbs.) on an intermittent basis. Requires two or more persons to lift 50 pounds or more.

Work Environment:

Employees in this position will be required to work in an office and/or school facility environment with regular interruptions and participate in small and large group meetings.

Licenses and Certificates:

- Valid California Driver's License
- Valid RN or LVN License

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- Valid California Designated Subjects Career Technical Education Teaching Credential in the appropriate industry sector area or an Adult Education Credential
- Provide proof of automobile insurance, if driving personal vehicle for work.

Clearances:

- Criminal Justice Fingerprint Clearance
- TB Clearance

Employee Classification: Certificated

Salary Range: Certificated Salary Schedule

Approval Date: June 2, 2023