GREEN COUNTRY TECHNOLOGY CENTER
DISTRICT NO. 28

JOB DESCRIPTION

POSITION: Practical Nursing Instructor

RESPONSIBLE TO: Director of Adult Health Careers

QUALIFICATIONS
EDUCATION: Minimum listed in the Oklahoma Board of Nursing Rules and Regulations Relating to Nursing Education, Licensure, and Practice in the State of Oklahoma.

Hold a valid unencumbered license to practice as a Registered Nurse in the State of Oklahoma.

Have a minimum of an associate degree or diploma in nursing in this state, with BSN and/or MSN preferred. Have evidence of continued progress toward a baccalaureate degree in nursing with completion of a minimum of six (6) semester hours per calendar year, PROVIDED: any person employed in the position of faculty of a practical nursing education program on December 31, 2016, is deemed to meet this requirement; and (2) teacher certification, as established by the State Department of Education, when employed in schools conducted by public comprehensive high school systems.

In the event (if ever) required by National or State Accreditation of the program, it may be required to further pursue a Master's Degree in nursing or other approved area. In such a case, the individual will submit a degree plan for obtaining a master's degree, as well as demonstrate progression toward obtaining this degree.

Submit a Faculty Qualification Record to the Board office within two weeks of the day of the appointment, and any time that an advanced degree is attained.

Participate in research projects, surveys, professional writing, continuing education, academic study, or clinical practice to

improve own nursing competence in areas of responsibility.

CERTIFICATION: Not required.

EXPERIENCE: Minimum as stated listed in the Oklahoma Board of Nursing Rules and Regulations.

Evidence of a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting, within the last five (5) years preceding the first date of first employment as a teacher.

SKILLS: Adept and current in basic nursing skills, and able to effectively counsel and educate students.

OTHER: Knowledge of current school laws and/or state and federal regulations related to instruction in the classroom.

Knowledge of Oklahoma Nurse Practice Act and Rules and Regulations of the Oklahoma Board of Nursing.

DEPENDABILITY: Regular attendance following a designated work schedule. Must be able to work extended hours and additional days/evenings as required by position responsibilities. Must be able to attend and participate in meetings/conferences as scheduled within the district, state, and other states. Meetings/conferences may require overnight trips.

Adhere to professional code of ethics.

PHYSICAL/MENTAL STANDARDS: Ability to read, comprehend, and evaluate varied documents, textbooks, reference materials, and models. Ability to speak clearly. Ability to deliver presentations and instructions in logical, sequential order. Ability to freely move arms and fingers to manipulate instructional equipment. Ability to stand for long periods and to move around the classroom/lab/clinical facility. Requires stooping, bending, pulling, and lifting. Ability to lift 50 pounds from floor to a four-foot level. Ability to operate a four-wheel vehicle to travel.

EMOTIONAL EFFORT: Moderate to extreme. Must deal with multiple students working on a variety of projects/skills simultaneously, and with multiple

students in different areas. Must carry out daily and long-term instructional preparations requiring concentration efforts and overtime work. Must deal with student discipline problems which may create high stress. Must periodically submit required reports within short periods.

PERSONNEL CLASSIFICATION: Instructional Personnel; Exempt (12 Month Contract)

PRIMARY FUNCTION: Responsible for classroom/laboratory/clinical/simulation instruction.

ESSENTIAL JOB FUNCTIONS:

MAJOR DUTIES:

Operate the Practical Nursing Program in a manner consistent with District and campus operational standards.

Provide students with classroom/clinical/simulation instruction related to lab/occupation/experience/projects.

Provide clear and organized instruction that meets the learning needs of a variety of individual students.

Prepares and periodically reviews course outlines, lesson plans, and instructional materials required for effective instruction.

Evaluate the result of instruction and student progress to make appropriate modifications.

Assist in defining short and long-range educational needs.

Create and maintain a positive classroom/lab that minimizes student discipline problems.

Maintain accurate attendance, progress, and performance records on each student.

Update curriculum and instructional program to keep current with the profession.

Assume responsibility for job placement of students and graduates.

Organize and manage the classroom/lab to ensure maximum efficiency and effectiveness in the teaching/learning process.

Maintain a clean, orderly, secure, and safe classroom/lab and office.

Update technical skill levels as necessary to update the curriculum and to deliver current training to students.

Acquire new occupational skills needed to keep pace with technological advancements.

Establish and maintain efficient procedures for the timely maintenance of classroom/lab equipment.

Evaluate teaching resource materials and make recommendations for change.

Support the preparation and administration of the Practical Nursing budget.

Establish and maintain efficient procedures and effective controls for the expenditure of district funds following the adopted budget and school law code.

Encourage student involvement in HOSA. (Health Occupations Students of America).

Implement plans for student participation in skill and leadership activities at the local, district, regional, state, and national levels.

Develop a vocational student organization activity schedule that is consistent with local and state guidelines.

Initiate and participate in a minimum of one Advisory Committee meeting per year.

Assist in the recruitment of students by providing potential students with information about the program.

Perform tasks, assume duties, and exercise authority as may be required to accomplish the job function as directed by the Director of Adult Health Careers, and/or Superintendent.

Uphold the policies and procedures of the Green Country Technology Center Board of Education.

Attend all faculty/staff meetings and other district meetings and functions as required.

Prepare and submit reports and other documents as required by the Director of Adult Health Careers, Green Country Technology Center Superintendent, Green Country Technology Center Board of Education, Oklahoma Department of Career and Technical Education, and Oklahoma Board of Nursing.

Maintain follow-up records on former students, and submit the required information to the Oklahoma Department of Career and Technical Education when applicable.

Participate in an annual evaluation of his/her performance with the Director of Adult Health Careers.

It is expected for the employee to be on time each workday as this is essential to the employee's job.

Other jobs/tasks as described and requested by administrators.

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RELATIONSHIPS

INTERNAL: Maintain a line of communication and work cooperatively with instructors, administration, and staff.

Develop a working relationship with other student organization sponsors in the District.

EXTERNAL: Develop and maintain contacts with community business/industry partners for advisory recommendations and student placement.

Establish and maintain a close working relationship with administration and staff of clinical facilities.

Establish and maintain a close working relationship with the staff at the Oklahoma Department of Career and Technical Education

and the Oklahoma Board of Nursing.

OTHER JOB FUNCTIONS: Perform such other duties and assume such other responsibilities as may be required to accomplish the essential job functions as directed by the Director of Adult Health Careers, and/or Superintendent.

Green Country Technology Center does not discriminate on the basis of sex, race, color, national origin, disability, age, antisemitism, or any other characteristic protected by law and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.

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Signature of Employee Date

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Signature of Supervisor Date

Revised 11.3.26