



## POSITION ANNOUNCEMENT

8811 Career Drive, Piqua, OH 45356-9237

**OPEN POSITION:** FULL-TIME PRACTICAL NURSING/STNA INSTRUCTOR – ADULT DIVISION

**LOCATION:** ADULT HEALTH SCIENCES CENTER

**APPLICATION DEADLINE:** JULY 31, 2018 OR UNTIL POSITION IS FILLED

### GENERAL JOB DESCRIPTION:

This individual will serve in a dual capacity as a practical nursing and state tested nurse aide instructor as needed, and will be responsible to work in coordination with the program director for all aspects of student learning. STNA responsibilities include all aspects of working with students from admission to STNA program completion, and state testing.

### RESPONSIBILITIES:

Practical Nursing Instructor responsibilities include but are not limited to the following:

- ♦ Teaches classes/subject matter as assigned.
- ♦ Plans, organizes and implements appropriate lesson plans aligned with curriculum goals.
- ♦ Ensures program compliance with all required criteria to maintain accreditations, approvals, and charters.
- ♦ Maintains records of the appropriate student data and ensures that all student records are accurate and current.
- ♦ Supervises/participates in program activities (e.g., training, conferences, field trips, job fairs, enrollment workshops student graduation, etc.) as directed.
- ♦ Maintains knowledge of Board of Education policies, ACCSC requirements, Ohio Board of Nursing, and Ohio Department of Health to ensure that accurate information is available to students that inquire about the program.
- ♦ Promote the program and recruit students through networking with local school and community groups.
- ♦ Works with program advisory committees to advance program innovations, evaluate the relevance of emerging technology and to ensure training programs are meeting the needs of local businesses.
- ♦ For PN instruction, communicates with the Program Director, Clinical/Lab Coordinator, and course instructors regarding clinical needs for each quarter and for the academic year: facility needed or desired; type of units needed at each facility; total number of clinical faculty needed to maintain appropriate clinical ratio.
- ♦ Assists Program Director and Clinical/Lab Coordinator in maintaining current health agency agreements and visits new health care agencies for potential clinical sites.
- ♦ Makes periodic visits to clinical units of each health care agency throughout each quarter/academic year. Develops and distributes results of evaluation of units and agencies in meeting program expectations and student learning needs at the conclusion of each quarter.
- ♦ Maintaining current up-to-date faculty and student clinical requirement records such as immunizations, etc.; Submitting required documentation to each health care facility prior to each clinical rotation.
- ♦ To perform other duties as needed.

STNA instructor responsibilities include but are not limited to the following:

- ♦ Deliver quality instruction for the nursing assistant program.
- ♦ Establish and supervise student clinical positions.
- ♦ Ensure program instruction and curriculum meets state guidelines.
- ♦ Monitor students to ensure successful completion of the program.

### QUALIFICATIONS:

- ♦ Bachelor Degree in nursing is required.
- ♦ Completion of an approved registered nursing education program as defined by the Ohio Administrative Code.

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- ♦ Current valid Ohio licensure as a registered nurse. Current valid license in the state of Ohio to practice nursing. The license should be issued under Chapter 4723 of the Revised Code that is not inactive, suspended, revoked, or subject to restrictions, and for which the individual continues to meet all the requirements for issuance.
- ♦ Current certification in CPR for the Professional Rescuer.
- ♦ Holds or willing to obtain a valid Train the Trainer Certification from an approved Train the Trainer program I.W.A. OAC3701-18.
- ♦ Holds or eligible for a valid Ohio Department of Education Adult Education Permit.
- ♦ Intermediate level of computer literacy.
- ♦ Five years of work experience in the practice of nursing as a registered nurse.
- ♦ Meets the *Licensure Code of Professional Conduct for Ohio Educators* qualifications.
- ♦ Meets all mandated health screening requirements.
- ♦ Maintains a record free of criminal violations that would prohibit public school employment. Able to successfully pass a BCI/FBI background check.
- ♦ Maintains compliance with drug-free workplace rules, Board policies, and other applicable procedures/guidelines.

**SALARY:**

Appropriate placement on the Adult Full Time Regular Salary Schedule to be determined by education and experience. Salary will range from \$38,029 to \$55,953 (Class I). Base contract is 200 days. Minimum workday 7.5 hours. One-year contract with opportunity for renewal.

**OTHER BENEFITS:**

State Teachers Retirement System, Worker's Compensation, paid sick/personal leave, partial tuition reimbursement, and tax-sheltered retirement contributions. Medical, dental, vision, and life insurance offered. Some benefits are a shared cost between the employee and the Board of Education.

**PERFORMANCE EVALUATION:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Upper Valley Career Center.

This job posting description identifies general responsibilities and is not intended to be a complete list of all duties performed. The information contained in this document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, program/curriculum changes, and unforeseen events.

**INTERNAL APPLICANTS MAY APPLY BY SENDING A LETTER OF INTEREST TO  
LORI LUDWIG, PRACTICAL NURSING/HEALTH SCIENCE DIRECTOR.**

**EXTERNAL APPLICANTS MAY APPLY VIA THE DAYTON AREA SCHOOL EMPLOYMENT CONSORTIUM BY VISITING**

**[WWW.UPPERVALLEYCC.ORG](http://WWW.UPPERVALLEYCC.ORG)**

**AND CLICKING THE "EMPLOYMENT AT UPPER VALLEY" LINK LOCATED UNDER THE "ABOUT" SECTION OF THE WEBSITE.**

Upper Valley Career Center Board of Education and its staff are dedicated to provide equal employment opportunities to all people without regard to race, color, age, military status, ancestry, national origin, sex, religion, or disability. The Upper Valley Career Center is in compliance with the following federal laws: Title VI, VII (Civil Rights Act of 1964), Equal Pay Act of 1963, Title IX, Section 504 of the Rehabilitation Act of 1973, and the 1986 Immigration Reform & Control Act. The Upper Valley Career Center is in compliance with the Title IX regulations. The Title IX Building Coordinator/Grievance Officer Maria Bayless is located at the Upper Valley Career Center, 8811 Career Drive, Piqua, OH, 45356 (937) 778-1980, ext. 284. The Section 504 Coordinator/Grievance Officer Terry McMenamin is located at the Upper Valley Career Center, Adult Technology Center, 8901 Looney road, Piqua, OH, 45356, (937) 778-8419 ext. 255.