

Job Title	Clinical/Lab Instructor, Associate Degree in Nursing Program
Department	Allied Health and Nursing
Reports To	Dean, Allied Health and Nursing

EMPLOYMENT TERMS

Adjunct

QUALIFICATIONS

Education	Master's Degree in Nursing
Professional	Current Georgia Registered Nurse License
Experience	A minimum of three years of full-time work experience as a registered nurse within the last seven years. Preferred: Prior experience as a clinical/lab instructor.
Desirable Knowledge, Skills, and Abilities	Effective oral and written communication skills Knowledgeable about methods of evaluation, testing and evaluation of students Computer skills and ability to use common software programs (i.e. Microsoft Word, Excel)

INSTRUCTIONAL RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Instructs lab and clinical courses in the Associate Degree Nursing program based on schedule needs. 2. Distributes a program course syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule/calendar, a list of the competencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures. 3. Maintains current lesson plans for assigned courses. 4. Establishes an environment conducive to learning in the classroom/laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable. 5. Prepares for clinical and lab classes by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction. 6. Follows course content, which is current, well organized, and related to course objectives and to student's previous learning. 7. Demonstrates knowledge of instructional and student services policies and procedures as described in the adjunct orientation manual. 8. Submits/updates all paperwork and required reports on time including seven day, mid-term, and final grade rosters. 9. Maintains credentials, licensure, and certifications required for teaching and for the profession. 10. Demonstrates excellent written and oral communication skills. 11. Maintains control of class during instruction as well as handles disruptions in the lab/clinical. 12. Demonstrates respect for students as individuals. 13. Orients student to the clinical area. 14. Evaluates students clinical and lab performance using the designated tools for the course. 15. Returns clinical assignment paperwork to students in a timely manner with constructive comments. 16. Follows program procedure for lab and clinical remediation. 17. Maintains open communication with the Course Coordinator and clinical facility staff. 18. Communicates students' clinical and lab progress, concerns, and absences to the Course Coordinator in a timely manner. 19. Demonstrates accessibility in dealing with students' needs both individually and as a group. 20. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations. 21. Counsels students with grades and attendance problems and refers students to the counseling center if needed. 22. Enters final course grades into SmartWeb. 23. Performs other related duties accompanying the position.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

APPLICATION DEADLINE

The position is open until filled. Applications can be obtained online at the Augusta Technical College website. The College web address is www.augustatech.edu

Please submit application, letter of interest, resume, and portfolio to the following address:

Human Resource Office
3200 Augusta Tech Drive
Augusta, GA 30906

CONTACT

Please contact Shirley Rouse, Human Resource Specialist for questions by telephone at (706) 771-4026 or e-mail srouse@augustatech.edu

SALARY

Commensurate with education