

Job Title	Instructor, Practical Nursing
Department	Allied Health and Nursing
Reports To	Vice President for Operations

Qualifications

Education	Master's Degree in Nursing (Will accept applicants with a Bachelor's Degree in Nursing if evidence can be provided showing progress toward a graduate degree in Nursing).
Professional	Current Georgia Registered Nurse License (or eligibility for licensure)
Experience	A minimum of three years of full-time work experience as a registered nurse within the last seven years.
Desirable Knowledge, Skills, and Abilities	Understanding of the mission and philosophy of technical education. Effective oral and written communication skills. Knowledgeable about methods of student's evaluation. Competent computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

Instructional Responsibilities

<ol style="list-style-type: none"> 1. Teaches courses in Practical Nursing program based on schedule needs. 2. Develops and updates instructor guidebooks for each assigned course, which contain course outlines, lessons plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located. 3. Develops and updates a syllabus for each assigned course, which contains the name and number of the course, course description, course competencies, learning outcomes, assignment schedule/calendar, required textbooks, tools, and supplies, evaluation and grading procedures, work ethics, and attendance policy. 4. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program. 5. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts and syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction. 6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning. 7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by Augusta Technical College; job placement and follow-up; financial aid; library resources; and bookstore operations. 8. Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional organizations. 9. Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations. 10. Selects staff development activities based on the following: student evaluations; instructor/course evaluations; changes in business/industry and technical education; updates in technology; and/or professional needs. 11. Completes all staff development plan requirements each year and submits staff development 503 activity reports promptly. 12. Maintains credentials, licensure, and certifications required for teaching and the profession. 13. Demonstrates effective written and oral communication skills. 14. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. 15. Demonstrates respect for students as individuals. 16. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students. 17. Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations. 18. Counsels students with grades and attendance problems, refers students to the counseling center if needed, and promotes an environment that fosters student retention. 19. Accesses student information from school wide student data systems for advisement and registration purposes. 20. Demonstrates effectiveness in instructional delivery as indicated by analysis of student performance on departmental test banks and/or corrective actions taken to improve instructional delivery system.
--

21. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
22. Assists with the planning for in-house program evaluations and PAR and accreditation visits.
23. Provides input to the department head for the development of the program IE plan, budget, and PAS report.
24. Assists with the planning of program advisory committee meetings and attends at least two meetings annually.
25. Mentors new faculty members.
26. Provides input into College governance through the division's President Faculty Advisory Council (PFAC) representative.
27. Participates in graduation exercises, open house, and other Augusta Technical College activities.
28. Performs other duties as assigned by the Academic Dean or Vice President of Operations.

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: 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, transcripts 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 and work experience in placement on State Salary Schedule.

EOE/MFDV