POSITION ANNOUNCEMENT

8811 Career Drive, Piqua, OH 45356-9237

OPEN POSITION: PART TIME: PRACTICAL NURSING INSTRUCTOR – ADULT DIVISION

LOCATION: ADULT HEALTH SCIENCES CENTER

APPLICATION DEADLINE: UNTIL POSITION IS FILLED

GENERAL JOB DESCRIPTION:
Provides education and hands-on skill training to students in the Practical Nursing Program; supervise students in the lab and clinical settings; evaluate student progress in the clinical setting; counsel students; and report progress of students to and confers with the Program Director and Clinical/Lab Coordinator.

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

- Clinical responsibilities as needed.
- 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.
- Promotes the program and recruits students through networking with local school and community groups.
- Works with program advisory committees to advance program innovations, evaluates the relevance of emerging technology, and ensures 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 regarding facility needed or desired, type of units needed at each facility, and 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.
- Maintains current and up-to-date faculty and student clinical requirement records such as immunizations, etc.; Submits required documentation to each health care facility prior to each clinical rotation.
- Performs other duties as needed.

QUALIFICATIONS:
- Applicant must be a Registered Nurse with a current, valid license in the state of Ohio to practice nursing 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 of the requirements for issuance.
- A baccalaureate degree in nursing is preferred.
- Completion of an approved registered nursing education program as defined by the Ohio Administrative Code.
- Five years of work experience in the practice of nursing as a registered nurse.
- Prior teaching experience preferred.
- Current certification in CPR for the Professional Rescue.
- Intermediate level of computer literacy.
- 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 Division Instructional Intermittent/Hourly Salary Schedule to be determined by education and experience. Compensation is $25 per hour when teaching in classroom and $30 per hour when teaching at the clinical site, on an as-needed basis. **Maximum 839 hours in an academic year.** One-year contract with opportunity for renewal.

**OTHER BENEFITS:**
State Teachers Retirement System and Worker’s Compensation offered. Upon hire, additional benefits may be offered dependent upon hours worked, job classification, and placement on the Upper Valley Career Center Salary Schedule. 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.

**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.**

**OR**
**SENDING A RESUME TO: MELISSA PRESSER, HEALTH SCIENCE DIRECTOR, AT PRESSERM@UPPERVALLEYCC.ORG**

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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 Naomi Baker 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.