

JOB DESCRIPTION



Position Title: Instructor of Certified Nursing Assistant/Medical Assistant

Division: Nursing and Allied Health

Employment Category: Faculty

Primary Location: District-wide
Based at Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; Academic Year

Pay Grade: 9M Faculty

Position Summary: The Instructor of Certified Nursing Assistant/Medical Assistant is responsible for the instruction of Certified Nursing Assistant (CNA) students and Medical Assistant (MA) courses in the didactic, skills lab, externships, and provides a quality education, performing instructional-related duties and responsibilities in accordance with the philosophy, mission, policies and procedures of the college and the nursing program. Serving as a teacher, mentor and facilitator of learning, utilizing diverse and participative instructional strategies.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Teaches assigned CNA and MA courses and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains and submits accurate student and instructional records in a timely manner

Collaborates in the development of new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for CNA and MA courses; assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs; analyzes CNA and MA program effectiveness emphasizing a culture of continuous improvement

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful CNA and MA program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in CNA and MA course scheduling, department, division and college meetings; maintains records in compliance with Arizona State Board of Nursing regulations and statutes governing CNA and MA education; serves on college committees as assigned

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Associates' degree in Nursing from a regionally accredited institution of higher learning recognized by the US Department of Education; Bachelor's degree preferred
Three years' experience as a professional medical/surgical nurse
Arizona Registered Nurses Licensure in good standing
Current Health Care Provider CPR Certification
Successful Arizona DPS fingerprint clearance card for clinical access

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Requires ongoing professional development to include:
Maintaining an awareness of new instructional technology and advances in teaching and learning
Acquiring new skills for enhancing and developing instructional programs
Participating in assessment and evaluation processes
Attending and participating in professional development activities
Participating in college service as assigned and/or determined in consultation with instructional manager

Preferred Qualifications:

Two years' medical office experience
Two years' teaching experience in nursing education
Successful teaching experience, preferably at a community college
Exceptional organizational and interpersonal skills
Expertise in providing skills training and individual or small group tutoring

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of trends, developments, new technologies affecting the CNA and/or MA program
Knowledge of curriculum and program development
Knowledge of public relations/marketing practices and methods
Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Skill in instructing students from diverse cultures and/or backgrounds
Skill in using authentic assessment to evaluate students' needs and progress
Skill in creating, adapting, and implementing student-directed, participatory, project-based curriculum
Skill in integrating technology into curriculum and other educational services
Ability to participate in continuous improvement processes and strategies

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Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with an attention to detail

Ability to work independently while contributing to team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identifies solutions, and takes appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under general supervision. Incumbent generally performs work in a typical classroom, clinical, or laboratory settings with appropriate climate controls and includes exposure to biological and chemical hazards. Travel, evening and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying of objects weighing up to 10 pounds requires a good deal of walking or standing Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

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Reports to: Director of Nursing

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.