Title: Full-Time Instructor, Associate Degree Nursing
Department: Health Sciences
Reports To: Dean of Health Sciences

Purpose, Scope & Dimension of Job: Faculty facilitate student learning and initiate and participate in efforts to consistently improve the level of student success. As learning facilitators, faculty consistently assess learning outcomes and their own teaching effectiveness (pedagogy). As professionals, faculty adhere to the ethical standards of their profession as outlined, for example, by the NEA and the State of Michigan. Where applicable, faculty maintain licensure and certifications. In addition, full-time faculty have the following key responsibilities which are described more fully below in the Essential Duties/Major Accountabilities section:

- Professional development
- Curriculum Development
- Collegial Responsibilities
- Actively participate in efforts focused on the College’s operational success.
- Communication
- Safety

Specific Teaching Assignment: Conducts classes in Practical and Associate Degree Nursing theory, laboratory and clinical practice in accordance with program philosophy, objectives and procedures.

Supervisory Responsibility: Faculty are sometimes called upon to perform quasi-supervisory responsibilities, particularly in their role as Coordinators. When interacting with support specialist of the AVT Skill Laboratory and office assistants, will provide direction on tasks and/or request action to be taken within specific time frame.

Essential Duties/Major Accountabilities:
1. Facilitate learning and initiate and participate in efforts to consistently improve student success
   a. The expectation is to teach a combination of theory, lab and clinical classes as available.
   b. Works to create a supportive, student-centered learning environment both in the classroom and outside of it, particularly by being responsive to students’ needs.
   c. Coordinates and integrates efforts for individual students with the support activities and professionals in Student Services.
   d. Mentor students seeking career and academic advice.
   e. Responds to student needs within the scope of his/her responsibilities by maintaining required office hours and communicating with students by making appropriate use of telephone, email, fax and mail.
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f. Takes a pro-active role in the planning and development of instruction to be delivered in both face to face and/or classroom/laboratory presentations and through technology delivered formats based on students’ and institutional needs and subject matter requirements.
g. Follows appropriate standard instructional design practices in course preparation, including creation of timely and current syllabi, development of learning activities and creation of examinations and other assessment mechanisms.
h. Provides learning activities that meet course objectives and the needs of diverse student populations.
i. Uses a variety of measures to implement programs to assess student performance and makes appropriate changes, in content and methods, based upon results in conjunction with departmental and College procedures.
j. Supports and implements an appropriate use of technology in the curriculum.
k. Infuses diversity, local, community, global and environmental awareness into the curriculum as applicable.
l. Maintains accurate records of student progress and adheres to college, State, and Federal deadlines for submitting reports and records related to student learning and student outcomes.
m. Maintains confidentiality of student records according to the guidelines established under FERPA.

For Lab Courses

n. Designs and conducts lab experiments related to established course objectives.
o. Coordinates course delivery with support labs and tutors.
p. Works with student lab assistants in the maintenance and development of the lab.
q. Assists in maintaining and specifying of equipment for the ongoing development of one or more labs.

For Nursing/Allied Health

r. Performs other professional duties that may be assigned; initiate activity in support of the College mission.
s. Observes, assists, and helps clinical preceptors supervise students during their clinical experiences.
t. Assesses instruction in the clinical sites and plans with program coordinator and medical director for staff development activities for clinical preceptors as appropriate.
u. Conducts students’ performance evaluations using approved evaluation instrument as appropriate.
v. Ensures that instruction in the clinical sites is properly coordinated and that all students receive adequate medical and technical instruction, exposure and experience.
w. Develops rotation schedules that provide for equitable clinical exposure for all students.
x. Develops and maintains performance and proficiency records on all students during clinical phase of their program. Provides timely clinical performance feedback to students as appropriate, documenting progress or lack of same.
2. Maintains an ongoing program of professional development that encompasses both subject matter currency as well as pedagogy.
   a. Maintains an active and on-going program of professional development in his/her respective field(s) and in other areas related to institutional objectives.
   b. Participates in professional activities that contribute to the educational goals of the college and its constituents such as presentations at conferences in the discipline, presentations at faculty workshops, writing and publishing in journals, books, etc.

3. Creates and revises curriculum that is current, relevant.
   a. Plans develops, evaluates and revises curriculum as appropriate, in order to maintain currency with the changing pace of industry practice and standards, while addressing student and institutional needs.
   b. Where applicable, supports the work of advisory committees to include incorporating their suggestions and concerns into curriculum.
   c. Collaborates in the development of new programs and courses to keep pace with new and emerging technologies in order to provide an ongoing diversified curriculum to students.

4. Participates in collegial initiatives and activities at the discipline, division, Academic Affairs and College-wide levels.
   a. Attends and participates in College-level, divisional and discipline faculty meetings.
   b. Participates in maintaining and updating divisional governance.
   c. Participates in interview committees
   d. Participates in evaluations of faculty
   e. Serves as a liaison for initiatives with programs in other areas.
   f. Assists the Dean and cooperates with colleagues in curriculum planning and development for the discipline. Participates cooperatively in annual discipline evaluation and revision.
   g. Assists the Dean in developing the course schedules
   h. Assists the Dean in recruiting full-time and part-time faculty.
   i. Actively participates in professional activities such as textbook selection, student recruitment, serving on college-wide and divisional committees, K-12 outreach, etc.
   j. Participates in graduation activities.

5. Actively participate in efforts focused on the College’s operational success.
   a. Adhere to and support College policies and procedures, goals and objectives.
   b. Exercises stewardship of college facilities and materials
   c. Supports efforts with Student Services, Continuing Education, and Workforce Development to create a successful learning institution.
   d. Participates cooperatively with other faculty and staff in special projects, such as planning for new facilities, refurbishing of existing facilities, and scheduling of resources.
   e. Be a positive spokesperson for the College when interacting with members of the community.

6. Communicates respectfully and effectively using reading, writing, speaking, and listening skills with students, faculty, staff, and administration.
7. Implements appropriate measures to minimize/eliminate safety risks and hazards and creates a safe learning environment for students.

**Minimum Required Knowledge, Skills, and Abilities:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

1. Master’s of Science in Nursing (MSN) degree from an accredited institution.
2. A minimum of three years of full time clinical nursing experience or part-time experience that would equate to three full-time years is required (6,240 hours).
3. Recent, relevant experience in Nursing within the past five years.
4. Current Michigan Licensure as a Registered Nurse or eligibility to obtain Michigan RN licensure prior to start date.
5. Evidence of continuing professional development.
6. Demonstrates excellent human relations skills.
7. Understanding of and commitment to community college teaching, mission and philosophy.
8. Innovative, flexible and positive teaching style and understanding the needs of students from diverse backgrounds.
9. Language Skills: Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
10. Mathematical Skills: Ability to apply concepts such as fractions percentages, ratios, and proportions to practical situations. Ability to work with mathematical concepts such as probability and statistical inference.
11. Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.
12. Technology Skills: Ability to integrate computer applications into teaching.
13. Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and college objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain collegial relationships with students, peers, staff, and administrators; skill in oral and written communication.

* A foreign degree must be certified, at the candidate’s expense, by a professional evaluation service.

**Additional Preferred Qualifications:**

1. Teaching experience at community college level.
2. Clinical experience in mental health psychiatric nursing.
3. Familiarity with use of computer-based instruction, distance learning, learning technologies, competency-based instruction and modularized courseware.

**Unique Aspects of Job:**

1. Fast-paced environment interacting with multi-cultural students with varied educational backgrounds.
2. This position is in a program that receives funding from the Perkins grant; therefore, incumbents must maintain their licensure as a condition of employment.

3. In addition, for clinical requirements, incumbents must keep their health records updated, which includes required immunizations and annual TB testing, as well as CPR/BCLS certifications.

**Physical Requirements:**

1. The employee must be able to move about 2/3 of the time and be stationary about 1/3 of the time. S/he is required to be mobile around campus for participant involvement/activities.

2. S/he must be able to converse with individuals on a regular basis with the ability to read, analyze, and interpret their needs via phone conversations, face-to-face conversations, or written documentation.

3. The employee must be able to utilize all programs on a computer independently and efficiently (particularly the internet, Word, and the student database).

4. S/he must be able to present information in an instructional setting and respond to questions from groups.

5. If applicable, must be able to tolerate frequent exposure to a wide variety of chemicals which are common to the industry. Must be able to handle and mix chemicals properly and safely; and wear appropriate gloves and other personal protective equipment.

**Hours/Schedule:**

Although full-time faculty are obligated to teach during fall and winter, the nature of their full-time job requires them to perform many of their professional responsibilities year-round.

Faculty are required to maintain engagement hours and will make additional provisions for student consultations as may be necessary and reasonable.
Signatures

______________________________________________________________
Dean, Health Sciences

__________________________________________________________________________
Vice President of Academic Affairs

__________________________________________________________________________
Employee Signature

This job description is intended to summarize the type and level of work performed by the incumbent and is not an exhaustive list of duties, responsibilities and requirements.

This section to be completed by a Human Resources representative

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Reviewed by Human Resources: ___________________________ ___________________________
Initials Date