

SOMERSET COUNTY TECHNOLOGY CENTER

JOB DESCRIPTION

POSITION TITLE: Practical Nursing Instructor

REPORTS TO: Director of Practical Nursing
Director of Adult Education

SUMMARY: It will be the duty of the Practical Nursing Instructor to teach students the skills necessary to pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and to maintain a classroom/lab that supports student learning. The Practical Nursing Instructor will also conduct clinical instruction and supervision in a variety of settings.

DUTIES AND RESPONSIBILITIES:

- Record and report daily student attendance
- Develop daily lesson plans for assigned coursework
- Provide instruction both in-person and using online platforms
- Incorporate safety instruction into all applicable lessons
- Enforce instructional area and school-wide safety procedures
- Develop and maintain instructional curricula
- Create and schedule instructional projects
- Schedule lab and/or coordinate clinical as it applies to the course responsibilities of each individual faculty member
- Assist in evaluating and improving the practical nursing program at frequent intervals
- Maintain a student grading procedure in compliance with SCTC grading policy
- Maintain essential records pertinent to areas of instructional responsibility
- Communicate with students and administrative personnel about students' progress
- Enforce the SCTC and PN Program guidelines and policies
- Maintain student discipline within the instructional area
- Keep abreast of subject matter and special practices within the progression
- Serve as an advisor and promote the designated LPN student club
- Participate in promotional activities for the instructional program and SCTC
- Maintain clinical competence with active clinical involvement, including in-service/workshop attendance
- Other program-related duties as assigned by the Director of Practical Nursing, Director of Adult Education, or Administrative Director

MINIMUM QUALIFICATIONS:

- Graduation from an approved school of professional nursing
- Current certification as a Registered Nurse in the Commonwealth of Pennsylvania
- A Baccalaureate Degree, preferably in Nursing (Associate Degree may be considered)
- Experience and skill in the practice of nursing; minimum 3 years of experience in direct patient care
- Excellent computer skills, including use of Microsoft Office, Windows applications, and online learning platforms such as Canvas
- Excellent communication skills, both verbal and written
- Flexible team player