

Position Title:	Certified Nursing Assistant & Certified Medication II Assistant Instructor (Registered Nurse)
Contract Term:	9 Month Academic Year
Funding Source:	HEART Project
Accountable to:	Nursing Director
Open:	6/13/18
Closed:	Open until filled
Salary:	\$51,800

Summary of Position: This position is to provide post-secondary, learner-centered instruction in Certified Nurse's Aide (C.N.A.)/Certified Medication Assistant II (C.M.A.). The position will also assist in the development and implementation of all components of a curriculum designed to assist students in building clinical knowledge, skill and ability to passing the licensing exam for Certified Nursing Assistant (C.N.A.) and the Certified Medication Assistant II (C.M.A.). The position will instruct and facilitate meaningful learning in the course competencies in the curriculum and proactively support all facets of the learning environment. Encourage a culture of learning that values mutual responsibility, life-long learning, as well as personal and professional development.

Supervision: Under the direction of the CTE Director.

TEACHING/ADVISING/CURRICULUM RESPONSIBILITIES

They will teach classes and provide supervision of trainees during clinical training and assist students in registering for the North Dakota State C.N.A. and licensing exam and the C.M.A. certification exam. The C.N.A. Instructor must possess the ability to work with students from different socioeconomic and educational backgrounds. The instructor should have insight into students' current circumstances and goals.

- Assist in the research and development of Certified Nursing Assistant and Certified Medication Assistant II; assist with designing, developing, writing and revising course curricula and syllabi
- Collaborate with appropriate staff and faculty in the development and accreditation of nursing programs.
- Recruiting, mentoring, and assess students in the program.
- Assist in developing and implementing the C.N.A./C.M.A. curriculum.
- Assisting in planning course schedules.
- Conducting program financial planning (fiscal responsibility of program).
- Teaching courses for the C.N.A./C.M.A. program.
- Must competently include training in at least the following subject areas:
 1. Infection control.
 2. Safety and emergency procedures.
 3. Promoting resident or patient independence.
 4. Respecting resident rights.
 5. Basic nursing skills.
 6. Personal care skills.
 7. Mental health and social service needs.

8. Care of cognitively impaired residents or patients.
 9. Basic restorative services.
 10. Resident or patient rights.
- Facilitating problem solving sessions for the program.
 - Recruiting students interested in nursing careers and supporting that interest through academic advising, career counseling, and financial aid.
 - Researching best practices and incorporating them into curriculum.
 - Participating in the continued accreditation of the program.
 - Developing hybrid and online courses.
 - Prepares for and/or instructs classes, developmental to advance, in the discipline of nursing.
 - Communicates expectations and establishes clear grading criteria through appropriate instructional means to include, but not limited to, developing course syllabi, handouts, and materials supporting the instruction process.
 - Maintain office hours to provide availability and accessibility to students for the purpose of academic advising, consulting and support, in a manner appropriate to meet student needs, through a combination of scheduled office hours, e-mail accessibility or other effective means of responsive and timely communication.
 - Coordinates outreach, recruiting and marketing activities with the community and other institutions and agencies.
 - Evaluate student progress and provides clear, timely, feedback.
 - Monitor student data and make recommendations and changes based on the findings.
 - To conduct and monitor student assessment to measure effectiveness of instruction
 - Participate in the institutional initiative involving the assessment of student learning.
 - Review and advise regarding course texts as needed
 - Develop new courses and curricula as needed.
 - Assist with providing book and material advice and development for the college library.
 - Monitor student data and make recommendations and changes based on the findings.
 - Develop and follow an “Individual Professional Development Plan (IPDP)” as prescribed by TMCC’s faculty salary policy manual.
 - Conducts research in content areas as applicable to position and TMCC.
 - Orders appropriate equipment and supplies needed for curriculum labs and course instruction.
 - Work with department colleagues to develop or modify the curriculum for a degree or certificate program involving a series of courses.
 - Develop instructional materials within the guidelines of college requirements.
 - Work effectively and cooperatively with colleagues in the department and possibly other departments; contribute to ongoing curriculum and program development and assessment.
 - Effectively maintain and manage the classroom.
 - Creating a vibrant and learner-centered teaching atmosphere.
 - To carry out the mission of the institution, to include incorporating the local culture throughout the curriculum.
 - Maintain a professional, courteous attitude and demeanor in all instances when working with students, and when acting as a representative for TMCC.
 - Read and communicate using Google email; use TMCC’s Jenzabar and Canvas learning management systems, effectively search the Internet for information, use MS Word and other office software; and technologies and applications.

- Respect student's rights to confidentiality and follow legal guidelines regarding information.

INSTITUTIONAL RESPONSIBILITIES

1. Attend all college-wide functions.
2. Participates in department and institutional meetings and committees, or other activities within the scope of the position.
3. Attend annual student graduation ceremony.
4. Coordinates/participates in outreach, recruiting and marketing activities with the community and other institutions and agencies.
5. Assist/participate with faculty development initiatives.
6. Assist with facilitation of sub-departmental meetings for all adjunct to discuss, review, and revise course curricula.
7. Assist Program Chair and Department Chair with other administrative responsibilities as needed.
8. Other administrative tasks as needed.

REQUIRED QUALIFICATION (Minimum Qualifications):

- An unencumbered North Dakota State Registered Nurse License.
- Minimum two (2) years' experience caring for the elderly and/or chronically ill in a facility setting.
- Knowledge of HIPAA regulations.
- Ability to perform physical work with patients and students in a clinical setting.
- Ability to lift at least 20lbs.
- Acceptance of and willingness to support the role that tribal community colleges serve in higher education and specifically its mission, values, goals, culture, and objectives of the Turtle Mountain Community College.
- Willingness and ability to travel and/or teach at various hours and locations, as necessary.
- Ability to work collegially with all individuals in the tribal college setting.
- Applicant must be able to pass a drug test and background check.
- Must meet ND State Career & Technical Education Postsecondary Certification Standards.

PREFERRED QUALIFICATIONS:

- Bachelor of Science in Nursing or Master of Science in Nursing.
- Experience working with grant funded projects.
- Experience in curriculum development.
- Ability to competently advise and/or serve students from a variety of background, respecting cultural and socio-economic differences.
- Able to implement contemporary educational philosophies, methods, and techniques including multi-media to develop and deliver instruction in classroom and lab settings.
- Successful teaching experience with culturally and academically diverse student population.
- Ability to teach and work with students with learning disabilities.
- Demonstrated commitment to professional development.

Written: 2/2016
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