

**Position Announcement – Practical Nursing
Job Description and Specifications**

Title:	Associate Instructor
Classification:	Exempt
Direct supervision received from:	Coordinator for Allied Health
Functional supervision received from:	TCAT Nashville President
Office Location(s):	Nashville 100 White Bridge Pike
Hours:	Monday-Thursday, 37.5 hours

FUNCTION OF THE JOB:

The Practical Nursing instructor is primarily responsible for teaching and performing the duties required as an instructor and to perform related activities as directed. The instructor must be willing to participate in professional development activities as needed to remain current. Other duties include curriculum development, student recordkeeping, student recruitment, placement and follow-up of program graduates.

DUTIES AND RESPONSIBILITIES:

- An employee in this class is responsible for the supervision and instruction of students enrolled in Practical Nursing program of study.
- Develop course of study and conduct training program
- Confer with administration to gain knowledge and better understand changes in policies, procedures, and technologies.
- Formulate teaching outline and determine instructional methods utilizing knowledge of specific training needs and effectiveness of such methods as individualized and group instruction, lecture, demonstration, and conference.
- Select or develop teaching aids, demonstration models, multimedia visual aids, and reference materials.
- Maintain student records and reports.
- Responsible for student placement and assist with student follow-up.
- Cooperate with outside agencies; work with program advisory committees; conduct visits to business and industry; establish and maintain good public relations with the school's general public.
- Participate in recruitment of students.
- Supervise student's clinical experiences as scheduled.
- Actively seek potential clinical sites for the provision of clinical training.

MINIMUM ACCEPTABLE QUALIFICATIONS:

- Associate degree in nursing required, BSN preferred.
- Must hold active licensure as a Registered Nurse in the State of Tennessee.
- Must have a minimum of three (3) years of successful recent employment experience beyond the normal learning period.
- Must have at least three years current clinical experience. Teaching experience preferred.

GENERAL DUTIES:

- Must possess a complete and thorough knowledge of procedures and methods related to teaching.
- Willingness to remain current in the technological changes of the industry.
- Must possess skills and knowledge to teach theory and application in all phases of the Practical Nursing program.
- Possess good character, mature attitude, stable personality, and exhibit evidence of potential ability to instruct.
- Requires initiative and cooperation; i.e., to plan and organize work without close supervision; show initiative and perseverance in satisfying student and community needs; ability and possess a desire to interact with other faculty, staff and students.
- Possess good organizational, mathematical, language, writing and communication skills.

SALARY: Commensurate with experience, education and training according to Tennessee Colleges of Applied Technology salary guidelines.

TBR does not discriminate on the basis of race, color, religion, ethnic or national origin, sex, disability, age, status as a covered veteran, or genetic information in its programs and activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Jerry King, Vice President, jerry.king@tcatnashville.edu, 615-425-5530.

EOE/AA/Title IX/Title VI/ADA Employer
"A Tennessee Board of Regents Institution"