NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

FACULTY/INSTRUCTOR – NURSING

Department: Allied Health  
Job Status: Full Time
FLSA Status: Exempt  
Reports to: Nursing Program Director
Grade/Level: Faculty  
Amount of travel required: Travel Required
Work Schedule: 
  Monday-Thursday: 8AM- 6PM
  Friday: 8AM – 12PM
  Or as assigned by the supervisor
  Contract Length: 12 months

General Statement of Duties:

An instructor/faculty member in the Nursing Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives of the Nursing Program, and ensuring program compliance with the Texas Board of Nursing. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; participating in educational planning; evaluating student performance; motivating and advising students; and generating program reports as needed. The individual that serves as an Instructor in the Nursing Program is a full-time faculty member.

Major Responsibilities:

- Assist in curriculum development and instructional advancement in the field of Nursing, both LVN and RN.
- Assess the instructional needs of students in the program and help coordinate the development of a plan to address these needs.
- Teach courses as assigned; determined by need and/or expertise.
- Assist in the annual core curriculum evaluations of the program, assessment of institutional effectiveness and preparation of reports.
- Assist in the hiring and recruitment of new faculty across the College.
- Coordinate departmental textbook orders.
- Maintain communication and work cooperatively with clinical instructors of off-campus instructional sites.
- Assist with the coordination of Dual Credit and Continuing Education classes.
- Serve on institutional committees, screening committees for faculty positions as assigned by the College President, Executive Vice-President for Instruction or the Dean of Allied Health.
- Maintain quality assurance to remain compliant with all required agencies.
- Obtain qualified preceptors at each clinical facility and supervise preceptors and students in various off campus clinical facilities.
• Conduct student recruitment through monthly or quarterly information sessions and conduct an application process that meets the requirements of the accrediting agency and advisory committee.
• Maintain overload hours if required.

Position Characteristics:

An Instructor in the Nursing Program is a full-time faculty member. The Instructor reports to the Nursing Program Director. Based on the broad range of responsibilities and the need to be available to students and others, the Instructor will be required to maintain appropriate on-campus office hours (usually 10 hours/week). The Instructor will also be required to monitor students in the clinical arena.

Minimum Qualifications:

An individual appointed as a Nursing Instructor must be a faculty member qualified to teach in the disciplines within their program. A Bachelor’s degree is required for individuals teaching in the LVN Program only; however, a Master’s degree in Nursing is required to teach in the Associate’s Degree of Nursing Program. The individual must also have experience in college-level teaching, preferably in a community college, be an excellent communicator, have superior interpersonal skills, be an innovative, problem-solving thinker, and have demonstrated potential for leadership.

Signatures:

________________________________   ____________________
Program Director      Date

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Dean of Allied Health      Date

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Executive Vice-President for Instruction      Date

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President      Date