**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position Title:**  | Assistant Professor in Associates Degree Nursing  | **Location:**  | Meyer Health and Sciences Building |
| **Department:** | Nursing | **Reports To:** | Dean of Instruction - Nursing & Health Professions |
| **Division** | Instruction | **FLSA Status:** |  Exempt |
| **Salary Structure** | Skills Prepared  |  |  |

**SUMMARY**

This position is responsible for serving as an instructor in the Associates Degree Nursing Program and providing support to students enrolled in the program. The Associates Degree Nursing Program is accredited through the Accreditation Commission of Education in Nursing.

**THE DEPARTMENT**

Comprised of 11 full-time faculty members, the Associates Degree Nursing Program of North Idaho College has designed a curriculum to provide an associate degree preparing the graduate for licensure as a registered nurse. The nursing division is committed to graduating students who demonstrate professional behaviors and the ability to communicate and collaborate, provide safe and effective nursing care, are able to apply critical thinking in clinical judgments, and exhibit caring behaviors to the client population they serve.

### Essential Duties and Responsibilities

This list includes but is not limited to the following:

* Teaches a minimum of 15 equivalent credit hours per semester as assigned and maintains additional weekly contractual hours, including a minimum of five office hours, five campus hours and five discretionary hours divided between office and campus hours for a total of 30 hours on campus per week
* Utilizes non-traditional delivery methods including Internet, IVC and learning management platforms
* Becomes familiar with the assigned textbook(s), prepares class presentations and handouts for electronic distribution, and prepares a syllabus for each course
* Prepares, gives, and grades tests and homework and delivers grades to the registrar on time
* Receives training in and keeps skills current in using the electronic and physical equipment and software necessary to accomplishing teaching and advising responsibilities
* Advises students using the recommended procedures as outlined in the College Advising Handbook
* Identifies student-learning outcomes; develops process and tools for assessment; incorporates results in order to modify instruction and materials in general education, degree program, course cluster, and/or certificate program, in coordination with colleagues
* Establish and cultivate effective public relations with various community agencies/service providers, educational partners and with the Idaho Board of Nursing and the Accreditation Commission for Education in Nursing
* Orient adjunct faculty and/or clinical associates
* Conduct campus laboratory activities and clinical instruction
* Develop and update Nursing curricula in collaboration with faculty colleagues and under the supervision of the Director of Nursing
* Participates in student recruitment, curriculum development, and serves on college committees
* Attends and participates in faculty meetings
* Participates in professional development activities
* Demonstrate a commitment to the philosophy and mission of a comprehensive community college.
* Maintains a positive, helpful, constructive attitude and work relationship with supervisor, faculty, colleagues, staff, students, and the community.
* May teach evenings/nights and/or weekends

### Marginal Duties

* Perform other duties as assigned.

**REQUIRED MINIMUM QUALIFICATIONS**

The requirements listed below represent the minimum qualifications necessary for an individual to satisfactorily perform each essential duty and be successful in the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties.

**Education and Experience**

Master’s Degree in Nursing; professional and/or teaching experience in nursing; recent medical/surgical clinical experience (within the last three years) is required. Experience in Maternal Child and Nursing Fundamentals preferred.

Demonstrated sensitivity to the needs of students, faculty, and staff from multi-cultural backgrounds. Instructional and curriculum development experience is preferred. Prior teaching experience in higher education preferred.

**Certificates, Licenses, Registrations:** Must be able to obtain a multi-state RN license in Idaho or Washington

**Knowledge, Skills and Abilities**

* Excellent oral and written English communication skills.
* Ability to use a personal computer and associated peripherals and current version of Microsoft Windows and Microsoft Office, Internet, and alternative delivery systems (e.g., internet, Zoom, and interactive video) at a proficient level.
* Ability to operate standard office equipment including phone and copier

**Physical Demands and Work Environment**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is expected to supervise students in the clinical setting, which may include standing and walking up to 12 hours per day. The employee is also expected perform all the skills of a nursing. The employee is occasionally required to sit and reach with hands and arms. The employee must occasionally lift and/or move up to 50 pounds.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles or blood-borne pathogens and contaminants, blood-borne pathogens, or other health threats. The noise level in the work environment is usually moderate.

**Background Check**

Due to contractual requirements related to teaching in regional clinical facilities, employment is contingent on confidential review of National Background Check results.

**Drug Screening**

Drug Screening may be required for some clinical facilities.

**Immunizations**

Due to contractual requirements related to teaching in regional clinical facilities, proof of immunity or immunizations and annual testing for tuberculosis is required.

July 2024