WASHINGTON STATE
COMMUNITY COLLEGE
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Nursing Faculty Job Description

Job Title: Nursing Faculty
Job Class: Faculty
Department: Health & Sciences
Reports To: Nursing Program Director
FLSA Status: Exempt
Compease: Grade 13
Prepared By: Nursing Program Director
Approved Date: 10/29/2019

I. Position Purpose

A faculty member will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The faculty member will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; direct and supervise the activities of a teaching assistant in the classroom and clinical facility; direct and supervise the activities of preceptors in a clinical facility; and advise and support students. A faculty member will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE INSTRUCTION: Provides a syllabus or outline to each nursing student that includes at least: title of course; number of theory hours, number of laboratory hours, number of clinical hours (as applicable), course description; course objectives or outcomes, teaching strategies, methods of evaluation; the name of faculty and teaching assistants that will teach the course or provide lab or clinical instruction; required textbooks and other learning resources. Designs and implements teaching strategies that will assist the nursing student to meet the course objectives or outcomes. Establishes clinical objectives or outcomes within the framework of the course in which the student is enrolled. Communicates clinical objectives or outcomes to the student; the teaching assistant and preceptor, if utilized; and the staff at the clinical site. Provides for orientation of each student to the clinical site, including introduction to staff. Makes assignments, in conjunction with the teaching assistant or preceptor, if utilized, for the student's experience, consistent with the specific objectives or outcomes of the course in which the student is enrolled. Provides for supervision of each student in the clinical area. Evaluates each nursing student's experience, achievement and progress in relation to the clinical objectives or outcomes, with input from the teaching assistant or preceptor, if utilized. Supervises student practice by providing guidance, direction, and support appropriate to the clinical situation. Compares the number of planned laboratory hours as established in the course syllabus with the number of hours actually provided to students and reports the data to the Program Director in a chart form that meets the requirements in OAC 4725-5-19. Plans, implements and evaluates the program of learning and outcomes for students in the Associate Degree/PN Nursing Programs. Functions as a member of assigned committees to develop the instructional program and promotes the educational philosophy of the college. Maintains accurate scholastic and attendance records of enrolled students and submits reports as requested. Maintains cooperative relationships with other instructors and clinical facilities to plan, implement, and evaluate the curriculum and policies. Submits to the Program Director and/or Dean upon request, an outline of each course taught with a statement of objectives. Directs and supervises the activities of teaching assistants, if utilized, in classroom and clinical settings. Advises students, according to handbook policy. Reports problems involving students who have a documented disability or special needs to the Office of Disability Services located in the Center for Student Success. Maintains an accurate inventory of

supplies/equipment; organizes/prepares classroom material and presentations and maintains laboratory and classroom equipment. Works with advisory committees, fellow instructors, and students to plan and evaluate the need for curriculum and policy changes. Fulfills requirements of faculty workload policy as stated in the college's Policies and Procedures Manual. Represents the department division, or college at appropriate functions as requested.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A faculty member will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. A faculty member will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. Faculty will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

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ENGAGE IN ADVISING & STUDENT SUPPORT: A faculty member will engage students' in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

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PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A faculty member will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A faculty member will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.##

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DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: A faculty member will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Must complete an approved professional nursing education program.
- At least two years' experience in the practice of nursing as a registered nurse
- Master's degree; if the individual does not possess a bachelor of science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing. Alternatively, if the individual possesses a bachelor of science in nursing degree, the master's degree may be, but is not required to be, in nursing. All degrees must be from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Current active licensure as a Registered Nurse in Ohio and West Virginia
- Evidence of professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).