

Job Classification: Exempt, Full-Time Faculty

Work Schedule: Minimum of thirty (30) credit hours or equivalent per academic year

Compensation: As Stated in Offer Letter

Reporting Relationship: Vice President of Student Success through Director of Nursing

Primary Accountabilities:

The Practical Nursing (“PN”) Instructor will lead and direct students toward their goal of completion of the PN program in the classroom, lab and clinical environments. The PN Instructor promotes development of the effective use of critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.

Major Duties:

- Demonstrates a thorough and accurate knowledge of the discipline of Practical Nursing.
- Works constantly to instill in students the technical and academic competencies and employment behavior expected within the career of nursing.
- Collaborates with nursing faculty members to prepare for clinical, lab and simulation instruction.
- Develops and maintains a didactic and clinical learning environment conducive to effective learning with the limits of the resources provided.
- Enforces appropriate rules and expectations of students in the classroom and lab settings that comply with Manhattan Area Technical College (“Manhattan Tech”) policies/procedures and that result in a safe, effective learning environment.
- Effectively uses technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet.
- Adheres to learning objectives as stated in course syllabi.
- Uses evaluation methods that fairly measure student progress toward objectives.
- Maintains accurate, complete, and correct records as required by law and administrative guidelines.
- Meets scheduled classes in accordance with college policy.
- Maintain confidentiality of student information.
- Ensures that safe and reasonable precautions are implemented to protect students, equipment, and facilities.
- Responds in a timely fashion to information requests and required reports from college (e.g. attendance reports, rosters, and grades).
- Contributes to curriculum development processes.
- Effectively communicates with staff, students, and the public, the mission and operation of Manhattan Tech and the specific program.
- Maintains scheduled office hours to ensure accessibility to students and colleagues.
- Evaluates and utilizes student work to promote maximum learning.
- Attends and participates in nursing faculty meetings, staff meetings, college committees, and college activities as required by college administration.
- Serves as an academic advisor for students in the program; maintains advising records.
- Performs all other duties as assigned.

Qualifications:

- Registered Nurse (current Kansas license in good standing with no disciplinary action pending).
- Possess a baccalaureate degree or higher in nursing, or evidence of enrollment and plan for completion of Bachelor of Science (BSN) program within six (6) years.
- Minimum of two (2) years' experience in clinical nursing required with recent clinical experience preferred.
- Maintain nursing licensure and specialty certifications as appropriate.
- Maintain Kansas State Board of Nursing requirements for teaching in PN.
- Provides proof of the following health records:
 - Hepatitis B series (three (3) doses) or proof of one (1) positive titer.
 - Varicella (two (2) doses) or proof of immunity by titer.
 - MMR (two (2) doses) or proof of immunity by titer to:
 - Rubeola
 - Rubella
 - Mumps
 - Documentation of tetanus vaccine within the last ten (10) years.
 - Proof that the candidate does not have active tuberculosis.
 - Requirement to receive an annual influenza vaccine at the expense of the faculty member.
- Health Insurance to cover any illness or injury that may occur during clinical instruction.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Strong interpersonal skills, including public speaking and ability to present the college in a positive way.
- Ability to work with individuals from diverse backgrounds.
- Strong computer and word processing skills.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

Physical Demands:

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

- 1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.***
- 2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an “at-will” employee.***
- 3. All employees of Manhattan Tech are considered “responsible employees” pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.***
- 4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.***
- 5. All ‘offers of employment’ are subject to criminal background check prior to employment.***

Employee Signature

Date

Supervisor Signature

Date