



EAST SAN GABRIEL VALLEY REGIONAL OCCUPATIONAL PROGRAM AND TECHNICAL CENTER

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INSTRUCTOR - NURSING ASSISTANT PROGRAM

DEFINITION

Under the direction and supervision of the Director of Post Secondary Programs or designee, provide basic instruction to prepare high school and/or adult students for entry-level employment or other post-secondary opportunities in the Nursing Assistant Program. May require job development and placement of students in the local business communities for worksite training. This is a Certificated hourly “at will” position that requires a valid State teaching credential with authorization in the subject area.

EXAMPLES OF DUTIES

1. Implement curriculum for Nursing Assistant Program.
2. Direct the supervision of students in clinical training (ratio of no more than fifteen (15) students to one (1) instructor).
3. Maintain the Nursing Assistant Program in compliance to the Title XXII, Title V, and other reviewing agencies, such as CDE.
4. Organize, coordinate, and use a program Advisory Committee to maintain curricular currency.
5. Maintain and update Employer Verification Forms annually, as required.
6. Provide appropriate Advisors, as required, usually three (3).
7. Hold a minimum of two (2) Advisory Meetings annually.
8. Assist the TOSA: Program Director – Nursing Assistant Program, to develop and maintain training sites within the community.
9. Follow Title V Regulations regarding work-site learning; provide supervised work-site learning.
10. Assure all student files for CVE/CC classes are in compliance with Title V and organizational policies and procedures.
11. Assure Employer Verification Forms are updated annually, as required.
12. Develop and maintain clear and factual daily lesson plans integrated with instructional goals, academics, and CTE standards.
13. Develop and implement lesson plans that provide instruction to high school and/or adult students to prepare them for entry-level employment or post-secondary opportunities.
14. Work cooperatively with various entities.
15. Act as a role model for students.
16. Provide instruction that is relevant to current and future work specifications and job opportunities within the Nursing Assistant Program.
17. Teach competencies according to the CDE approved course outline and California CTE standards.
18. Align instruction to facilitate articulation to post-secondary institutions.
19. Develop and maintain a current course syllabus that includes clear and fair grading and assessment procedures based on industry, and aligned to CTE and academic standards. A current copy must be contained in the Compliance binder that resides in the instructional classroom.

20. Provide differentiated instructional opportunities for all students, including special populations, such as English Language Learners and students with special needs.
21. Present a lesson on sexual harassment policies and procedures in each class; test for understanding, and keep results in student files.
22. Present a lesson on Safety policies and procedures in each class; test for understanding, and keep results in student files.
23. Maintain student files with emergency contact information, class rules, student discipline policy, student work, tests, and other documentation. Keep student files for one additional semester after student has completed the class for reference purposes, in case student grade is questioned.
24. Assess student achievement of CTE and academic standards, using the Course and Individualized Training Plans (ITP), at the conclusion of every semester. A current copy must be contained in the Compliance binder that resides in the instructional classroom.
25. Complete and submit required reports (e.g. SAPs; student evaluations; student follow-up data; labor market surveys, etc.) by requested deadlines.
26. Submit and complete accurate attendance and grades by the deadlines set by the Attendance Office.
27. Maintain updated student attendance and grade information in the book provided (any other attendance records used for documentation must be pre-approved).
28. Maintain an updated substitute folder that includes emergency procedures, list of key personnel with phone numbers, lesson plans, bell schedule, dismissal information, class lists for attendance purposes, and other pertinent information for student learning.
29. Relate child labor laws to classroom assignments and job placements.
30. Maintain and update the Compliance binder, annually, with the required information, including (but not limited to) lesson plans, student work samples, local labor market survey, CTE training plan, current course outline, and Advisory Committee Meeting Minutes.
31. Develop, maintain, and nurture partnerships for work-based learning activities.
32. Attend Industry Sector Meetings and participate in planning and implementation of course sequencing for each discipline taught.
33. Attend staff development meetings, and other meetings and trainings.
34. Attend job fairs and other student recruitment opportunities.
35. Participate in community activities, as appropriate.
36. Adhere to ESGVROP/TC procedures and policies.
37. Other duties as assigned.

QUALIFICATIONS

1. Registered Nurse currently certified in the State of California.
2. Graduate from an accredited School of Nursing.
3. B.S. degree.
4. Possess a current Nursing license.
5. One (1) year of experience planning, implementing and evaluating educational programs in Nursing.
6. Clinical Competence.
7. Approved by Department of Health Services.
8. Evidence of continuing education and self-development. Within six (6) months of employment and prior to teaching a certification program, obtain a minimum of twenty-four (24) hours of continuing education courses in planning, implementing, and evaluation of educational programs in Nursing. These courses must be administered by an accredited educational

institution and approved by the Board of Registered Nursing. A transcript of successfully completed courses shall be sent to the Department of California Code of Regulations (CCR). A copy will be kept on file in Personnel.

9. Proof of 24-hour BRN-approved DSD class or transcript of college courses related to education program in Nursing.
10. Possess a current CPR/First Aid card.
11. Possess a valid California Designated Subjects Teaching credential in Vocational Education – Nursing Occupations. Possess SDAIE authorization to teach English Language Learners in high school classes, unless currently enrolled in a new teacher CTE program.
12. Demonstrated teaching ability in formal and informal settings.
13. Passage of CBEST.
14. Minimum of three (3) years full-time verifiable experience in the related occupation and/or industry sector.
15. Desired qualifications: CSET; possession of industry-related certifications; a minimum of five (5) years in Nursing, with a minimum of two years of full-time experience as a licensed Nurse, and at least one (1) year in the supervision of direct patient care in a long-term care facility; experience teaching career preparation courses for related fields and/or industry sectors; possess a valid and appropriate California driver's license.

KNOWLEDGE OF

1. Current trends in Nursing practices.
2. Current information of industry standards.
3. Principals and methods of Vocational Education.
4. Policies, procedures, and regulations regarding health and safety in the workplace, including employers' and employees' responsibilities.
5. Critical elements of health and safety practices related to storing, cleaning, and maintaining tools, equipment, and supplies.
6. Procedures and regulations concerning the handling, storage, and disposal of hazardous materials.
7. Regulatory agency laws and regulations.
8. Managerial skills with emphasis on planning and organizing.
9. Impact of technological developments on the environment.
10. Major local, district, State, and Federal regulatory agencies and entities that affect the industry and how laws and regulations are enforced.
11. ESGVROP/TC policies and procedures as they apply to student record-keeping, field trips, student fees, etc.
12. Methods and procedures of operating modern computers and peripherals.
13. Formats and procedures for entering and retrieving various types of data.
14. Correct English usage, grammar, spelling, punctuation, and vocabulary.
15. Oral and written communication skills.
16. Applicable sections of State Education Code, Title 22 Program Guidelines, and other applicable laws.
17. Interpersonal skills using tact, patience, and courtesy.

ABILITY TO

1. Prepare students for the Nursing Assistant Exam.
2. Provide students entry-level employment skills in Nursing.
3. Provide students training to gain entry-level employment in the field of training.
4. Establish and maintain cooperative and professional relationships with supervisors, staff, and students, at all times.
5. Perform routine clerical work; maintain records and meet deadlines.
6. Make routine arithmetic calculations with speed and accuracy.
7. Operate a computer and other office equipment.
8. Understand and follow oral and written directions.
9. Maintain confidentiality.
10. Maintain punctuality with minimal absenteeism.
11. Present a professional appearance at all times.

PHYSICAL ABILITY

While performing the duties of this job, the employee is frequently required to use hands or fingers, to handle, feel objects, tools or controls, talk, or hear. The employee is frequently required to walk and sit. The employee is frequently required to stand, reach with hands and arms, climb or balance, and stoop, kneel, crouch, or crawl.

The employee may regularly lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and peripheral vision.

WORK ENVIRONMENT

Employees in this classification work indoors or outdoors. Reasonable accommodations may be provided to enable individuals with disabilities to perform the essential functions.

SALARY PLACEMENT

Certificated Schedule A, based on education and experience.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skills, and/or abilities. Management retains the discretion to add or change typical duties of the position at any time.