

Job Title	Adjunct Clinical Instructor - Practical Nursing
Department	Allied Health Sciences and Nursing
Reports To	Dean, Allied Health Sciences and Nursing

EMPLOYMENT TERMS

Adjunct

QUALIFICATIONS

Education	Bachelor of Science in Nursing is required.
Professional	Current Georgia Registered Nurse License
Experience	A minimum of three years of full-time work experience as a registered nurse within the last seven years. Preferred: Prior experience as a clinical/lab instructor.
Desirable Knowledge, Skills, and Abilities	<ol style="list-style-type: none"> 1. Effective oral and written communication skills. 2. Knowledgeable about methods of students' evaluation. 3. Computer skills and ability to use common software programs (i.e. Microsoft Word, Excel).

INSTRUCTIONAL RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Instructs clinical courses for the program based on schedule needs. 2. Distributes a course syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule/calendar, a list of the competencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures. 3. Maintains current lesson plans for assigned courses. 4. Establishes an environment conducive to learning in the classroom and laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable. 5. Prepares for clinical and lab classes by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction. 6. Follows course content, which is current, well organized, and related to course objectives and to student's previous learning. 7. Demonstrates knowledge of instructional and student services policies and procedures as described in the adjunct orientation manual. 8. Submits/updates all paperwork and required reports on time including seven day, mid-term, and final grade rosters. 9. Maintains credentials, licensure, and certifications required for teaching and for the profession. 10. Demonstrates effective written and oral communication skills. 11. Maintains control of class during instruction as well as handles disruptions in the lab and clinical. 12. Demonstrates respect for students as individuals. 13. Orients student to the clinical area. 14. Evaluates students clinical and lab performance using the designated tools for the course. 15. Returns clinical assignment paperwork to students in a timely manner with constructive comments. 16. Follows program procedure for lab and clinical remediation. 17. Maintains open communication with the Course Coordinator and clinical facility staff. 18. Communicates students' clinical and lab progress, concerns, and absences to the Course Coordinator in a timely manner.

19. Demonstrates accessibility in dealing with students' needs both individually and as a group.
20. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations.
21. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
22. Enters final course grades into SmartWeb.
23. Performs other related duties accompanying the position.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or emailed to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Shirley Rouse, HR Pre-Hiring Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate with education and work experience.

Equal Opportunity Institution