

Job Title	Instructor, Nurse Aide
Department	Allied Health Sciences and Nursing
Reports To	Dean, Allied Health Sciences and Nursing

EMPLOYMENT TERMS

Adjunct

QUALIFICATIONS

Education	A minimum of an LPN Diploma or an Associate Degree in Nursing Preferred: A Bachelor of Science (BSN) in Nursing
Professional	Currently licensed by the State of Georgia. Train-the Trainer Certificate from the Georgia Medical Care Foundation (GMCF) or eligibility
Experience	A minimum of three years of full-time work experience within the last seven years (preferred in geriatrics).

INSTRUCTIONAL RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Provides didactic, clinical, and/or lab instruction based on the course schedule. 2. Distributes a course syllabus for each assigned course. 3. Follows current lesson/instructional 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 class by selecting appropriate learning experiences, using a variety of learning/instructional modalities, and duplicating course materials. 6. Delivers 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. Orients student to the clinical area. 13. Evaluates students' clinical and lab performance using the designated evaluation tools for the course. 14. Returns clinical assignment paperwork to students in a timely manner with constructive comments. 15. Follows program procedure for lab and clinical remediation. 16. Maintains open communication with the Nurse Aide Department Head and clinical facility staff. 17. Communicates students' clinical and lab progress, concerns, and absences to the Nurse Aide Department Head in a timely manner. 18. Demonstrates respect for students as individuals.
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19. Communicates any violations of the College and clinical facility's policies and procedures by a student to the Nurse Aide Department Head and Dean of Allied Health and Nursing in a timely manner.
20. Demonstrates accessibility in dealing with students' needs both individually and as a group.
21. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations.
22. Counsels students with grades and attendance problems, refers students to the counseling center if needed, and promotes an environment that fosters student retention.
23. Enters final course grades into SmartWeb.
24. Attends the annual in-house nurse aide training workshop.
25. 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 electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

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

SALARY

Commensurate with education and work experience.

*A Unit of the Technical College System of Georgia
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