

## JOB DESCRIPTION

<b>Institution:</b>	<b>Southwest Technical College</b>
<b>Position:</b>	<b>Faculty - Nursing Assistant</b>
<b>Last Revised:</b>	<b>03/30/2021</b>
<b>Reports To:</b>	<b>Director</b>

### **Job Summary**

Supports the College Mission to serve students, employers, and the College community. Provides leadership and quality education and job skill training in a safe, clean, positive, and productive learning environment. Participate collaboratively and professionally with students, faculty, staff, and college partners to promote the general well-being of the department and the college.

### **Essential Functions**

1.	Plans, develops, presents, and supervises learning opportunities for students following designated and approved course curriculum and assessments.
2.	With the aid of the Instructional Systems Design team and guided by Advisory Committee feedback, develops curriculum according to defined criteria outlined in the Curriculum Quality Checklist.
3.	Promotes job readiness, encourages professionalism and good work habits, and assists students in seeking and finding employment.
4.	Works to meet College program and accreditation standards and requirements including completion, placement, licensure, membership hours, headcount, certificates awarded, and retention (graduate completers).
5.	Maintain student academic records including attendance, module and course sign-off, student verified outcomes, and student notes as appropriate.
6.	Maintains a safe, clean, and orderly training area by: ensuring there are adequate supplies to support continuous instruction; monitoring responsible use of supplies and equipment; and requesting and maintaining equipment as appropriate.
7.	Orients new students to classroom facilities, technology, and program/classroom performance and behavior expectations, procedures, and safety.
8.	Supports student participation in Career and Technical Student Organizations (CTSOs).
9.	Cooperatively develops and works within the assigned program budget.
10.	Builds and maintains relationships with industry partners, developing and participating in Occupational Advisory Committee(s).
11.	As applicable, develops work-based learning activities for students, arranging for supervision and evaluation of off-site students, and records and reports progress and completion.
12.	Participates in professional development opportunities including training in distance education, if applicable.
13.	May assist in the development and instruction of custom courses.
14.	Assures effective two-way communication at all levels of responsibility.
15.	Participates in department and college meetings as appropriate.
16.	Seeks always to promote a spirit of collegiality in dealings with college staff.
17.	Perform other related duties as assigned.

## **Qualifications**

To perform at a proficient level and to be fully qualified, a person would be expected to have:

1.	<b>Education:</b>	Associate degree of Nursing required. Bachelor's degree of Nursing preferred.
2.	<b>Certifications:</b>	Currently licensed as a Registered Nurse in good standing with the Utah Department of Professional Licensure required.
3.	<b>Experience:</b>	A minimum of two years of experience in long-term care and/or patients with chronic illness is required. Teaching experience preferred.
4.	<b>Background Check:</b>	Must be able to pass a background check

## **Environmental Factors**

Conventional Educational Environment. In some programs, employees may occasionally be exposed to cleaning chemicals and the hazards associated with respective industry equipment.

## **Disclaimer**

The above statements are intended to describe the general nature and level of work being performed by the employee being assigned to this classification; they are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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Employee Signature

Date