

PANOLA COLLEGE - JOB DESCRIPTION

JOB TITLE:	Chair/Instructor – Certified Nurse Aide	FLSA status:	Exempt
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DEPARTMENT:	Certified Nurse Aide	REPORTS TO:	Director of Workforce & Continuing Education
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Position summary: Under indirect supervision, this position is responsible for the total program of the Certified Nurse Aide Program. This position reports directly to the Director of Workforce & Continuing Education, keeping him/her abreast of all planning, organizing, staff and development of Panola College's Certified Nurse Aide program.

Position responsibilities:

- Develop and maintain certified nurse aide program
- Act as liaison between the Director and the Instructors within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Chair department committee for employment of new instructors.
- Coordinate campuses in regard to syllabi and course content.
- Promote the program through participation in area and community events and affairs.
- Recruit students for the program.
- Develop the curriculum and continue curriculum revisions of the program so student training and skill development meets employer need.
- Exhibit excellence in instruction.
- Perform other functions when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Position Requirements:

Bachelor's degree with at least 5 years' experience related to the duties and responsibilities specified preferred. State of Texas licensure as a registered nurse with a minimum of two years of nursing experience required and at least one year of long term care services in a facility required.

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed
- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to apply learning theory: motivational, perceptual, and emotional forces present in the learning process and the conditions which influence learning
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands of Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 50 pounds
- No or very limited exposure to physical risk
- Travel required