



Job title:	Instructor, Certified Nurse Aide (CNA), Certified Medication Aide (CMA)
Reports to:	Director of Nursing and Allied Health
Required Qualifications:	<ul style="list-style-type: none"> • Associate Degree • Registered Nurse – current and unrestricted Kansas license • 2 years minimum long-term care experience as an RN
Preferred Qualifications:	<ul style="list-style-type: none"> • Bachelor’s Degree • 1-year teaching experience
Knowledge, Skills, Abilities:	<ul style="list-style-type: none"> • Effective oral and written communication skills • Ability to interact effectively and professionally with students, staff, and faculty • Knowledge of computers and current technology
Position Summary:	To provide instruction and clinical supervision to students in the Certified Nurse Aide, Certified Medication Aide and other related courses in accordance with established policies and guidelines. Participate in department and committee assignments, recruiting, and other academic, institutional and community support activities. Provide input to the Director of Nursing and Allied Health and Vice President of Instruction relative to new course development and program redesign. Prepare students to succeed in related employment.
Essential Job Functions:	<ul style="list-style-type: none"> • Teach an appropriate load as required by the negotiated agreement • Maintain current knowledge, changes and technology in the field • Identify, create, evaluate, modify, and implement outcomes, curricula, and assessments • Prepare and distribute a learning syllabus for each course • Deliver the approved course of study as outlined in the syllabus, maintain a student-oriented approach to education • Provide individual and group instruction • Identify, evaluate, implement and modify instructional materials, technologies, methods and textbooks based on student and industry assessments and feedback • Evaluate student learning and teaching effectiveness through written, oral, practical and/or performance testing, ensuring that what it taught is evaluated • Provide support and guidance to students with an aim toward retention and job placement. Responsibilities may include advising; counseling students regarding career options, appropriate referrals, graduation requirements, and placement activities • Develop and maintain an environment conducive to high student learning • Verify and maintain records of student attendance, performance and provide frequent feedback to students regarding individual progress • Conduct assessment of student performance, maintain accurate records as requested, and submit grades in a timely manner • Establish and maintain appropriate and adequate office hours • Develop and maintain active partnerships with business/industry to establish good public relations and become aware of employment opportunities, changes, processes, and job skills. This may be accomplished through advisory committees, industry visits/contacts/tours, and professional organizations • Organize, communicate and meet with Advisory Council • Promote the program and assist with student recruitment • Assist in program assessment, accreditation, program review processes and activities to maintain program viability and effectiveness • Work closely with other faculty, administration and staff; attend meetings, serve on committees • Participate in professional growth activities, certification training, and pursuing additional education required for this position • Support the vision, mission and policies of Salina Area Technical College

	<ul style="list-style-type: none"> • Perform other duties as assigned
Physical Requirements:	<ul style="list-style-type: none"> • Occasional physical exertion to manually lift, carry, push, pull or move objects or materials less than 70-100 pounds • Generally, involves 80% sitting, 10% walking and 10% standing, however some days may require much more walking and standing. • Occasional stooping, bending, kneeling and reaching • Requires acute hearing and speaking skills • Requires fine dexterity to type, enter data and provide written communications • Use of standard office equipment including computers and general office equipment • Work is performed in a busy and noisy environment • Requires prolonged sitting or standing • Requires traveling to various sites • May require evening and weekend work
Exemption Status:	Exempt
Classification:	Faculty
Full-time or part-time:	Full-time
Schedule:	M-F, 40 hours – times according to the Negotiated Agreement, on campus and local high schools
Salary:	To commensurate with education and experience
Benefits Eligible:	Participation in college flexible benefit program which includes partially paid single and family health and dental coverage, 403(b) investment plan, reimbursement accounts, PTO.
KPERS Eligible:	Kansas Public Employees Retirement System is a mandatory 6% contribution.
Start date:	August 2021
Application Process:	<p>To be considered for this position you must complete the following:</p> <ul style="list-style-type: none"> • Submit an online application • Letter of interest • Resume • Three professional references • Unofficial copies of transcripts <p>If hired, official academic transcripts must be submitted to the HR Coordinator</p>
Timeline:	Open until filled
Requirements:	Applicant will be required to pass a drug screen and background check

This job description may be changed at any time and does not constitute a contract or agreement.

Salina Area Technical College is an [Equal Opportunity Employer](#) and does not discriminate on the basis of race, color, religion, sex, national origin, disability, age, or veteran status.

Signature

Date