

Seward County Community College
Structured Compensation - Job Description
Adjunct Nursing Clinical Instructor

Data Year: 2015

Prepared On: 12/06/2017

Department:	Academic Affairs	Grade:	11
Reports To:	Division Chair	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	V King	Effective Date:	10/25/2007
		Revised Date:	05/14/2013

Role:

Provides clinical instruction and supervision to students in a controlled hospital and/or laboratory setting.

Essential Functions & Responsibilities:

- E 85% Instruction in the course and evaluation of student performance in accordance with student learning outcomes as stated in the course syllabus; maximum use of required texts and materials as directed by Division Chair or Lead Instructor; and prepares course syllabi (if not provided by the department).
- E 10% Maintain accurate records of attendance and grading of students, submits reports timely; promptly enters mid-term and final grades as required.
- E 5% Attends adjunct in-service each semester.

Performance Measurements:

1. To start and end classes promptly at scheduled times
2. To inform Lead Instructor/Division Chair of absences timely; during planned absences provides instructional materials, protocols, and direction for substitute instructors
3. To instruct class with most current technology
4. To demonstrate a commitment to the institutional mission and goals
5. To foster and maintain a professional and positive relationship with students, community, and department/college personnel
6. To follow department and college policies and procedures
7. To maintain the confidentiality of student records

Knowledge and Skills:

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|----------------------|--|
| Experience | Three (3) years experience in nursing, Basic Life Support certification, and Kansas Nursing license; |
| Education | Master's Degree in Nursing preferred. Bachelor's Degree required with degree plan for Master's Degree. |
| Interpersonal Skills | A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts |

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become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.

Other Skills Knowledge of nursing skills and techniques. Ability to supervise and evaluate students, conduct clinical instruction, communicate effectively orally and in writing, establish cooperative working relationships with persons contacted in the course of performing assigned duties. Effective use of instructional technology; knowledge and skills in Microsoft Office and willingness to learn additional software obtained by the College;

Physical Requirements Will require standing and walking for extended periods to time. Some positions may require a current driver's license.

Work Environment Work will be preformed in a typical hospital or nursing home setting.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature