

Position Description

Department: Nursing

Position: Part-Time/Adjunct Practical Nursing Instructor

Supervisor: Director of Nursing

Contract: Faculty

Qualifications: Masters or Bachelors degree in nursing, or working towards a bachelor's degree. At least 3 years of nursing experience. Must maintain a current unencumbered license as a Registered Nurse in the state of South Dakota. The position is subject to a pre-employment background check and the information obtained will be used in a confidential, nondiscriminatory manner consistent with state and federal law.

Duties and Responsibilities:

1. Develop and update all course syllabi. Follow syllabi template and submit to supervisor.
2. Demonstrate competence using available technology in the classroom.
3. Present lectures on nursing theory, other nursing content, and NCLEX review. Will encourage discussion in class to engage students in learning and provide individualized instruction or remedial instruction.
4. Arrange for lectures by experts in various medical fields.
5. Supervise independent or group projects, use of equipment, laboratory work or other training.
6. Observe and evaluate work of students to determine progress, provide feedback and make suggestions for improvement. Assist students with documentation in the clinical setting.
7. Advise, mentor and counsel students on course selection, career choices, and other academic or career concerns.
8. Keep supplies up to date and maintain current standards of care.
9. Work with local community on projects such as health fairs, point of distribution or emergency disaster drills and have students involved within their level of knowledge and ability.
10. Administer oral, written, or skills performance tests to further measure progress and to evaluate effectiveness of education provided and keep on file for 3 years.
11. Keep student attendance records on file indefinitely.
12. Submit mid-term and final grades to registrar at specified times.
13. Communicate with customers, staff, peers, and supervisor in a professional manner.
14. Maintain a good attitude. Encourage trust, respect and cooperation among team members. Provide good customer service to all customers, internal and external.

15. Serve on faculty committees and nursing governance committees. Such as curriculum or ethics committees.
16. Be available to students by maintaining office hours when not in class teaching.
17. Other duties as assigned in the performance of his/her responsibilities and as mutually agreed upon to the benefit of Sinte Gleska University.