



Coastal Bend COLLEGE

Position Title: Adjunct CNA Instructor

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| Location | Kingsville, Alice, Pleasanton |
| Hours | 19 hours/week |
| Job Classification | Non-Exempt |
| Security Sensitive | Yes |
| Division | Workforce |
| Salary | \$600/teaching credit hour |
| Department | Allied Health |
| Reports to | Nurse Aide Director |

II. Education Requirements

A.A.S. Registered Nurse or Certificate in Vocational Nursing

III. Qualifications:

Current License as a LVN or RN in the state of Texas.

One (1) year experience in Long Term Care.

IV. Essential Functions:

To conduct and elicit student learning with effective mastery of course content in the teaching discipline. The individual in this position must be able to perform responsibly, professionally and with demonstrable dedication to student-centered learning. Ability to work collaboratively and collegially to affect student learning is essential. *The requirements listed below are representative of the knowledge, skills, and/or abilities required for the position of faculty. Reasonable accommodations for individuals with disabilities may be made by providing appropriate documentation of requirements to the Office of Human Resources.*



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V. Job Responsibilities:

Mastery of Subject Matter:

- Demonstrate thorough and accurate knowledge of the teaching field or discipline
- Possess educational and professional credentials in the teaching field or discipline
- Attend technology and distance learning training and demonstrate ability to use technology as required
- Connect subject matter with related fields and/or disciplines for student engagement and retention
- Stay current in subject matter through professional development, conference attendance and presentations both at conferences and to the College community.

Teaching Performance:

- Plan and organize instruction and instructional delivery in innovative ways which maximize student learning and academic excellence
- Effectively employ teaching and learning strategies which challenge students' abilities, interests and intellectual curiosity
- Modify instructional methods and strategies to teach students with diverse needs
- Follow division-approved standardized curricula and syllabi
- Provide students with Course Information Guidelines (Addendum to CBC Syllabi) at the beginning of the semester
- Effectively employ available instructional technology for diverse learning styles
- Encourage the development of communication skills and higher critical thinking skills through appropriate writing assignments, classroom presentations and experiential learning
- Effectively communicate subject matter content through several modes of delivery
- Contribute to the selection, development and implementation of instructional



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materials for classroom, labs and library resources.

Evaluation of Student Learning:

- Adhere to student learning outcomes (SLO) as established and submit data to Nurse Aide Director to evaluate SLOs
- Develop and use evaluation methods which measure student progress toward outcomes fairly and consistently, and in accordance with the assessment requirements of the division
- Evaluate and expeditiously return student work to promote maximum student learning and engagement
- Maintain accurate, complete, and comprehensive records of student progress
- Submit all required paperwork to the Nurse Aide Director for reporting purposes
- Post all academic contacts with students in the College's Blackboard system
- Participate and contribute to Institutional Effectiveness by assessing course outcomes, Student Learning Outcomes (SLOs) and reporting results with plans for re-design if necessary for improvement of student learning
- Post periodic grades and final grade rosters in Blackboard, and Colleague system with supporting documents according to established deadlines
- Educate students on how to access and complete End-of-Course Evaluation forms including open/close dates, as well as the website and login information

Support of College Policies and Procedures:

- Maintain familiarity with and commitment to the College's Mission, Policies and Procedures
- Prepare, distribute, and submit syllabi and approved Course Information Guidelines for all assigned sections in accordance with program, division and College procedures
- Ensure confidentiality in dealing with students, colleagues and personnel matters and refer when appropriate.

Participation in College, Division, and Program Activities:



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- Assist deans/assistant deans and director with the development of course scheduling, new course development and program reviews by the due dates
- Attend meetings, professional development days, in-service days, community and recruiting events as required by the College administration
- Participate in professional activities such as Advisory Committees, meetings with external partners which contribute to the educational goals and mission of the College and its constituents
- Respond in an effective and timely manner to information requests from the College and division administrators and/or coordinators
- Foster and maintain effective collegial and working relationships with students, colleagues, and supervisors

Contribution to the Growth and Enhancement of College Mission and

Programs:

- Maintain familiarity and commitment to the College goals, mission, and strategic plans
- Display professional responsibility in accordance with pertinent goals, mission, and plans of the College, division, and program

VI. Other Responsibilities:

Participate in CBC Smart Start (QEP) and the goals of Vision 2020.

- CBC will offer a quality education experience for all students
- CBC will provide comprehensive student services to increase overall student success.
- CBC will engage students and staff in support of our communities.
- CBC will effectively and efficiently use resources to benefit our students.

Participate and comply with Office 365, Colleague, Blackboard, Video Conferencing and related technology training requirements.



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VII. Travel Requirements:

Will be required to travel to the assigned Course locations and Nursing Homes.

VIII. Physical Requirements:

The physical demands are commensurate with those required of faculty in the classroom, in labs and other settings: Light lifting, sitting for long periods and/or standing as required to effectively teach students in a classroom or lab setting. Reasonable accommodations to enable individuals with disabilities to perform essential functions of a faculty member for the related discipline may be requested through the Office of Human Resources.

IX. Environment:

The faculty environment extends beyond the classroom to learning labs, skills labs, computer labs, library, and any learning environment at the campus or site conducive to learning.

I have been presented with the job description for the position of:

C.N.A. Adjunct Instructor

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: _____ Date: _____