



## **Cisco College Nursing Faculty Job Description**

**Job Title:** Associate Degree Nursing Program Professor  
**Reports to:** Director of Nursing Programs  
**Last Reviewed:** October 2025

### **Job Summary**

Responsible for teaching/co-teaching in the LVN to ADN Transition program. Will teach theory and may teach clinical courses in the program.

Faculty members at Cisco College are expected to accomplish assigned duties efficiently, effectively, and competently and strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission and to cooperate and work harmoniously with college personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines.

### **Primary Duties**

1. Teach the assigned course load to include theory and/or clinical. Continually evaluate the results of teaching. Adjust methods of teaching or presentation to provide maximum educational opportunities for each student.
2. Work as part of the team to coordinate the students' learning experiences through all semesters of the ADN program.
3. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meets classes punctually and keeps classes throughout the scheduled time as appropriate to provide quality learning experiences.
4. Is an excellent public relations agent both on the campus and in the community.
5. Teach and revise courses within the philosophy, conceptual framework, and objectives of the ADN curriculum.
6. Coordinate classroom theory with clinical experiences, guiding students to apply nursing theory to patient care.
7. May perform evaluations of students' clinical/lab performance; review evaluations with students in individual conferences.

8. Assist with curriculum development, revisions, and implementation.
9. Assist/teach in the lab for skills check-off.
10. Collaborate with other course faculty to identify at-risk students and develop strategies for student success.
11. May assist with the clinical schedule of student assignments.
12. May attend clinical as needed.
13. Proctor exams as needed.
14. Assist with remediation for didactic and/or clinical concerns.
15. Maintain a minimum of five consistent office hours per week during times convenient for students to assist them as needed. Be available by appointment for additional hours according to student needs. Post hours on the office door, clearly demonstrate availability and submit hours to your supervisor.
16. Provide quality learning experiences for students and maintain the integrity of course standards and objectives.
17. Implement interventions tailored to the identified needs of students.
18. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
19. Keep the administration informed regarding problems, progress, and matters affecting the welfare of the institution in general.
20. Channels each request or grievance through the administrative hierarchy delineated in the organizational chart of the college.
21. Administers appropriate assessment instruments and submits required documentation to the appropriate administrator.
22. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning for ongoing improvement in the learning environment for Cisco College students.
23. Participate actively in program meetings and committees.
24. Attends all meetings, commencements, and other official events required.
25. Participate in the selection process when selecting a new cohort.
26. Be familiar with and follow all requirements of the Texas Board of Nursing, the Nurse Practice Acts, and the accrediting processes of the Southern Association of Colleges and Schools.
27. Participate in program evaluations according to the program evaluation plan.
28. Assist in decisions regarding student promotion and graduation.
29. Maintain current CPR and required immunizations.
30. Be conversant with the Cisco College faculty constitution and by-laws to ensure active participation and facilitation of the school's goals and objectives.
31. Complete all elements of the Faculty Evaluation Plan and work with the Director to establish professional goals.
32. Perform other related duties as assigned by the Director of Nursing and College Administration.
33. Performs other duties as assigned.

## **General**

1. Reports directly to the Director of Nursing.
1. Meet regularly with the Department Director and faculty for input and feedback.
2. Research resources for academic and skills remediation.
3. Maintains and updates resource files for remediation and counseling.
4. Maintains communication with faculty and staff regarding student progress.
5. Provides data pertinent to retention-attrition rates. Assisting with curriculum review and assessment of student learning outcomes.

## **Minimum Qualifications**

1. Registered Nurse with current Texas licensure.
2. MSN required. BSN is acceptable if enrolled in an MSN program and expected to be complete within 1 year of hire date.
3. Evidence of teaching abilities and maintaining current knowledge, clinical expertise, and safety in subject area of teaching responsibility.
4. Two (2) year's experience in nursing; actively employed in nursing during the past year, with varied nursing experiences.
5. Demonstrated/proven ability to work effectively with individuals from diverse backgrounds.
6. Excellent verbal and written communication skills.
7. Proficiency in computer skills for data analysis.
8. Demonstrated tutoring skills across various subject areas relevant to nursing programs.

## **Preferred Additional Qualifications**

1. Teaching experience at the college level.
2. Strong ability to build rapport with students.
3. Effective interpersonal skills.
4. Ability to collaborate with faculty, students, and community experts who provide tutoring support.
5. Knowledge of teaching methodologies effective for students enrolled in associate degree nursing programs.