Job Posting

Vocational Nursing - Full Time Instructor

Date Posted: 8/1/2022
End Date: Until Filled

Cisco College is accepting applications for the position of Full-Time Instructor for the Vocational Nursing program. This position requires a Bachelor's of Science in Nursing (BSN), or the applicant may have an Associate's Degree in Nursing and be either working towards a Bachelor's of Science in Nursing or willing to start a BSN program and complete within two years. The applicant must have a current license or privilege to practice as a registered nurse in the State of Texas, two or more years’ experience as a practicing nurse, evidence of teaching ability, maintenance of current knowledge and safety. The Full-Time Instructor for the Vocational Nursing program at Cisco College provides instruction to the first semester nursing students, teaching Basic Nursing, Basic Nursing Clinical, and Foundations of Nursing. This position will report to the Director of Health Sciences. This position requires flexible hours and the ability to work well with students and other faculty. The position will be based at the Abilene Educational Center of Cisco College.

Please note: A complete resume package must include a cover letter, completed Cover Letter, Cisco College Application, CV or resume, philosophy of education, and unofficial copies of transcript(s). Official transcripts must be provided to Human Resources Director upon hiring. Please ensure all required documents are included with your submission. Thank you!

Resume packages may be submitted (via email, fax, or USPS, but email is preferred) to:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

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Cisco College

Job Description

Job Title: Vocational Nursing Program Professor  
Reports to: Director of Nursing Program  
Updated: July 27, 2022

Job Summary
Responsible for the teaching of theory and clinical experience for an assigned portion of the curriculum.

A Professor of the Vocational Nursing Program is expected to accomplish assigned duties in an efficient, effective and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The VN Professor must cooperate and work harmoniously with college personnel and the public, and must follow all Cisco College policies, rules and regulations as they relate to this position.

Primary Duties

1. Coordinate the students’ learning experiences during the 1st semester of the program.
2. Teach and revise courses within the philosophy, conceptual framework, and objectives of the vocational nursing curriculum.
3. Coordinate clinical experiences with classroom theory, guiding students to apply nursing theory to patient care.
4. Maintain the attendance and clinical experience records of assigned students.
5. Perform evaluations of students’ clinical performance; review evaluations with students in individual conferences.
6. Report to the Student Concerns Committee/Director of Health Sciences those students whose attendance and/or clinical performance is not satisfactory.
7. Prepare the weekly schedule of student assignments and distribute to the clinical areas for which the instructor is responsible.
8. Assign student case studies, grade the studies and review with the students.
9. Critique weekly care plans and drug cards of students assigned to the current clinical group.
10. Participate in curriculum revision.
11. Participate in program evaluation, according to the program evaluation plan.
12. Offer counseling and guidance to students as appropriate.
13. Assist with program activities as required.
14. Attend all program faculty meetings; attend department and general faculty meetings as requested.
15. Serve as a member of assigned committees of the Faculty Organization of the Nursing Programs and on Institutional Committees.
16. Assist in decisions regarding student promotion and graduation.
17. Attain 20 hours of continuing education bi-annually as required by the Texas Board of Nursing.
18. Perform all other duties as stated in the Cisco College Employee Handbook.
19. Maintain currency in CPR.

**Minimum Qualifications:**

1. Registered Nurse with Current Texas Licensure.
2. BSN required. Associate Degree in Nursing (ADN) acceptable if attending a BSN program or willing to start a Bachelor of nursing program within the first two years of employment.
3. Two years of varied nursing experience; actively employed in nursing during the past year, with experience in a hospital or nursing home setting.
4. Previous teaching experience is desirable.