



Job Posting
Vocational Nursing - Adjunct Instructor

Posting Date: 4/26/2023
End Date: Until filled

Cisco College is accepting applications for the position of an adjunct instructor for the Vocational Nursing Program. This position requires a Bachelor's Degree in Nursing, 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. May have an Associate's Degree in Nursing if currently working on a BSN. An adjunct instructor for the Vocational Nursing program at Cisco College provides instruction in assigned portions of lab, clinical, and participates in didactic instruction as needed. This individual will report to the Director of Health Sciences. This position will require flexible hours and the ability to work well with students, other faculty and clinical site personnel. The position will be based at the Abilene Educational Center of Cisco College and is a part-time/as needed position. Resume packages will be accepted until the adjunct position is filled.

Resume packages will be received via email, USPS, and fax, but email is preferred.

***Please note:** A complete resume package must include a completed and signed Cisco College Application, resume/CV, cover letter, teaching philosophy, unofficial/student copy of transcript(s), and copies of certificates/licenses. The Cisco College Application is located on the "Employment" page of our website at www.cisco.edu under "Forms." Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.*

Please submit your complete resume package to:

**Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
humanresources@cisco.edu**

Cisco College is an Equal Opportunity Employer

Cisco College

Job Description

Position: Adjunct Clinical Vocational Nursing Instructor
Reports to: Director of Health Sciences
Last Updated: 4/26/2023

Job Summary

Responsible for the teaching of the clinical and/or didactic experience for an assigned portion of the curriculum.

An Instructor 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 Adjunct Instructor 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 throughout the assigned course.
2. Teach 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 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. Develop and pursue a plan to attain additional academic preparation beyond the current degree.
19. Perform all other duties as stated in the Cisco College Employee Handbook.
20. Maintain currency in CPR.

Minimum Qualifications

1. Registered Nurse with current Texas Licensure.
2. Two years of varied nursing experience; actively employed in nursing for at least the past year, with experience in a hospital setting.
3. Previous teaching experience is preferred.
4. Continuing education beyond the basic nursing degree is preferred.