



## **Full-Time Practical Nursing Instructor**

The Somerset County Technology Center is accepting applications for a full-time Practical Nursing Instructor. This year-round position is responsible for providing classroom instruction and coordinating clinical experiences. The successful candidate will be responsible for developing and implementing curriculum that prepares students to pass the NCLEX exam and obtain entry-level employment. The Practical Nursing instructor will also maintain detailed records, monitor student progress, and assist in student discipline.

The successful candidate must be a Registered Nurse in Pennsylvania and hold a bachelor's degree, preferably in Nursing. Candidates must also have a minimum of three years of direct patient care experience, possess excellent technology and communication skills, and be a team player.

Interested candidates should submit a resume and cover letter, along with a copy of licenses and diplomas, to SCTC Administration at the following address. Application review will begin immediately and continue until a successful candidate has been selected.

Mrs. Karen Remick, Administrative Director  
Somerset County Technology Center  
281 Technology Drive  
Somerset, PA 15501

# SOMERSET COUNTY TECHNOLOGY CENTER

## JOB DESCRIPTION

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**POSITION TITLE:** Practical Nursing Instructor

**REPORTS TO:** Director of Practical Nursing  
Director of Adult Education

**SUMMARY:** It will be the duty of the Practical Nursing Instructor to teach students the skills necessary to pass the National Council Licensure Examination for Practical Nurses (NCLEX-PN) and to maintain a classroom/lab that supports student learning. The Practical Nursing Instructor will also conduct clinical instruction and supervision in a variety of settings.

### **DUTIES AND RESPONSIBILITIES:**

- Record and report daily student attendance
- Develop daily lesson plans for assigned coursework
- Incorporate safety instruction into all applicable lessons
- Enforce instructional area and school-wide safety procedures
- Develop and maintain instructional curricula
- Create and schedule instructional projects
- Schedule lab and/or coordinate clinical as it applies to the course responsibilities of each individual faculty member
- Assist in evaluating and improving the practical nursing program at frequent intervals
- Maintain a student grading procedure in compliance with SCTC grading policy
- Maintain essential records pertinent to areas of instructional responsibility
- Communicate with students and administrative personnel about students' progress
- Enforce the SCTC and PN Program guidelines and policies
- Maintain student discipline within the instructional area
- Keep abreast of subject matter and special practices within the progression
- Serve as advisor and promote the designated LPN student club
- Participate in promotional activities for the instructional program and SCTC
- Maintain clinical competence with active clinical involvement, including in-service/workshop attendance
- Other program-related duties as assigned by the Director of Practical Nursing, Director of Adult Education, or Administrative Director

### **MINIMUM QUALIFICATIONS:**

- Graduation from an approved school of professional nursing
- Current certification as a Registered Nurse in the Commonwealth of Pennsylvania
- A Baccalaureate Degree, preferably in Nursing
- Experience and skill in the practice of nursing; minimum 3 years' experience in direct patient care
- Excellent computer skills
- Excellent communication skills, both verbal and written
- Flexible team player