



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Description

Nurse Coordinator

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Natchitoches and Sabine) in central Louisiana and has seven sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) 7) the Sabine Site in Sabine; the Natchitoches Site in Natchitoches and 8) the Ferriday Site in Ferriday. Additionally, CLTCC provides instruction in one state prison and one federal correctional institution.

SUMMARY:

Reporting to the Campus Dean will coordinate nursing instruction for a specific campus for which they are assigned. The Lead Practical Nurse Coordinator will supervise nursing employees, acting as a link between nursing staff and the dean of Allied Health Programs and responding to questions or complaints from students or campus administration as needed.

The Nurse Coordinator will interview applicants and assist in hiring decisions for nursing instructors and Patient Care Tech in conjunction with CLTCC's Dean of Allied Health Programs. The Nursing Coordinator also evaluates employee performance, monitoring nurses' instruction closely to ensure they fulfill their job duties, approve time sheets and employee leave. If a nurse instructor behaves inappropriately or fails to meet his or her obligations, it's usually the Nurse Coordinator who contacts the CLTCC Dean Allied of Health Programs.

In addition, the Nurse Coordinator provides instruction for PN-level nursing courses within the PN program curriculum, as assigned by the Dean of Allied Health. The Instructor will be responsible, in cooperation with other program instructors, for providing students with a complete syllabus containing course objectives.

The Nurse Coordinator is also responsible for presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus as well as labs and clinical experiences compatible with course content.

The lecture, labs, and clinical experiences will be designed to continually promote the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

Duties and Responsibilities:

- The Nurse Coordinator will provide instruction for PN-level nursing courses within the PN program curriculum, as assigned by the Dean of Allied Health Programs.
- The Nurse Coordinator will be responsible, in cooperation with other program instructors, for providing students with a complete syllabus containing course objectives.
- The Nurse Coordinator is also responsible for presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus as well as labs and clinical experiences compatible with course content.
- The lecture, labs, and clinical experiences will be designed to continually promote the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.
- Establish and adhere to learning objectives as stated in course syllabi.
- In conjunction with the Dean of Allied Health Programs create evaluation methods that fairly measure student progress toward objectives.
- Evaluate and utilize student work to promote maximum learning.
- Effectively administer assessment of student learning and technical objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.
- *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

Required Knowledge, Skills and Abilities:

Skills:

- Excellent written, oral presentation and interpersonal communication skills.
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.
- Excellent organization, planning, and prioritization skills are essential.

Required Minimum Qualifications:

- Registered Nurse (current Louisiana license in good standing with no disciplinary action pending).
- Possess a Bachelor's degree in nursing.
- Minimum of three (3) years' nursing experience.
- At least one of the three years experience must have been as a medical-surgical hospital staff nurse providing direct patient care.
- Must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application.
- Experience or education as nurse educator or trainer preferred.
- Effective oral and written communication skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Display a student-centered approach.
- Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Physical and emotional qualifications (the incumbent may be required to use the following requirements during any part of the working day): speaking, hearing, walking, visual observation of student performance, hand/eye coordination to perform computer applications, and consistency of temperament.
- Computer literate.
- Commitment to staff diversity, learning and development.

Preferred (Desired) Qualifications:

- Experience, education as nurse educator, trainer, Master's Degree in nursing.
- Work constantly to instill in students the technical and academic competencies and employment behavior expected within the career of nursing.
- Work effectively with healthcare representatives to ensure that current skills and techniques are provided in the classroom and lab settings.

- Collaborate with nursing faculty members to prepare for class and lab instruction and show written evidence of preparation upon request.
- Employ a variety of instructional techniques and instructional media consistent with the physical limitation of location provided and the needs and capabilities of the individual or student groups involved.
- Develop and maintain a classroom and lab environment conducive to effective learning with the limits of the resources provided.
- Develop and enforce appropriate rules and expectations of students in the classroom and lab settings that are in compliance with CLTCC policies/procedures and that result in a safe, effective learning environment.
- Effectively use technology tools including, but not limited to, e-mail, MS Office, Internet.

Compensation:

Compensation will be commensurate with education and work experience.

Application Instructions:

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
 - o College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
 - o The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

Submit documents to:

yalandataylor@cltcc.edu

Positions will remain open until filled.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

*(318) 487-5443
4311 South MacArthur Drive
Alexandria, LA 71302*