

Cape Girardeau Public School District No. 63
Job Description

Job Title: Practical Nursing Instructor

Terms of Employment: 12-month contract; 183 days + 42 extended days

FLSA Status: Exempt

Reports to: Director, Career and Technology Center

Brief Description of Position:

The Practical Nursing Instructor facilitates meaningful learning of the course competencies in the curriculum and proactively supports all facets of the learning environment.

Required Qualifications:

- Bachelor of Science in Nursing, or currently working on this degree
- Must possess and maintain a proper Missouri teaching certificate for the area/content to which he or she has been assigned.
- Verification of one of the following:
 - Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years);
 - Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
- Holds a current, unencumbered license to practice professional nursing in Missouri and meets all Missouri State Board of Nursing instructor approval requirements.
- Proficiency in word processing, spreadsheet, and slideshow presentation applications.
- Ability to use technology such as learning management and gradebook systems.
- Ability to work on multiple projects at once and work well under pressure.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to maintain confidentiality at all times.
- Demonstrates excellent organizational and planning skills, including the ability to prioritize.
- Ability to work independently or with others on multiple tasks/projects and complete assignments with specified deadlines.

Essential Duties and Responsibilities:

- Uses instructional techniques appropriate to the lessons of instruction in both the classroom and clinical settings.
- Integrates technology effectively to enhance instruction, learning, and communication.
- Develops and enhances positive student self-concept and attitude towards learning.

- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students in the classroom environment
- Manages student behavior, reporting handbook violations to the program administrator
- Engages in ongoing professional development activities to maintain licensure, teaching approval, and current knowledge of nursing practice and education.
- Communicates effectively and professionally with colleagues and students.
- Participates in professional organizations as appropriate to career and technical education, as well as the field in which you teach.
- Attends professional development activities, such as educational conferences, field-specific updates, and college coursework required to maintain their Teaching Certificate and remain eligible for employment.
- Actively participates in program and building-level teams and in school-related activities.
- Demonstrates the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.

Physical Demands/Environmental Factors:

- Ability to work in a climate-controlled building, as well as in inclement weather.
- Subjected to odors, mists, dust, plant parts, and poor ventilation.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and when addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.
- Possible exposure to communicable diseases.
- Travel between locations will cause exposure to hazardous driving and walking conditions.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor has the right to add or change duties at any time. This job description supersedes all prior job descriptions for this position, as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____

Human Resource Coordinator

Revised: September 2025