



POSITION VACANCY
PLEASE POST

- POSITION:** Licensed Practical Nurse (LPN) Program Administrator/instructor-Adult Workforce Development
- REPORTS TO:** Director, Adult Workforce Development
- APPLICATION DEADLINE:** Open until position is filled
- STARTING DATE:** ASAP
- QUALIFICATIONS:** Successful applicants must hold a current, valid license as a registered nurse in Ohio; Have completed a master's degree with a major in nursing; Have at least five years of experience as a registered nurse; Have at least two years of experience as a faculty member in a practical or registered nursing education program; Secure an Adult Education Permit with the Ohio State Board of Education; Possess excellent interpersonal and communication skills; Work with business/industry and post-secondary institutions; Successfully pass a BCI/FBI background check.
- RESPONSIBILITIES:** The Program Administrator shall possess extensive knowledge related to the field of nursing; Ability to aid instructors in the teaching process and use technical equipment related to the field; Supervise the operation of the practical nurse program, functioning as both an administrator and instructor within the program as necessary; Responsible for meeting all requirements necessary to maintain program approval by the Ohio Board of Nursing; Prepare lesson plans and provide instruction in adult labs/classrooms that prepare students for a career as a licensed practical nurse; Coordinate all aspects of the program with an advisory committee; Coordinate clinical experience and future employment opportunities in cooperation with local healthcare facilities; Prepare students to sit for the License Practical Nurse Exam; Collect and maintain documentation required for accreditation.
- SALARY:** Placement on the AWD Instructor/Coordinator Salary Schedule
- TYPE OF EMPLOYMENT:** Full-time, 260-day Adult Workforce Development Instructor/Coordinator Calendar (benefits provided with this position)
- LOCATION:** Eastland Career Center
4465 S Hamilton Rd
Groveport, OH 43125
- APPLY:** Please submit a resume and letter of interest online at <https://www.eastland-fairfield.com/page/job-openings>
Please reach out to Todd Hoffman thoffman@efcts.us or Joshua Muncy jmuncy@efcts.us or call 614-836-4541.

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The MFA is via data or SMS capabilities of the employee's personal cell phone.**