SCHOOL DISTRICT OF ST. JOHNS COUNTY

LICENSED PRACTICAL NURSING VOCATIONAL INSTRUCTOR

JOB DESCRIPTION

QUALIFICATIONS:

1. Must be a licensed Registered Nurse.
2. Registered Nurse, BSN Degree preferred.
3. Six years full time occupational experience in vocational field.
4. Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of Practical Nursing that relates to instruction. Knowledge of current trends and best practices in the Health Occupation Program. Knowledge of varied learning styles, skills and pedagogy in using various methods and strategies of learning and challenges post-secondary students beyond the required curriculum. Excellent written and verbal communication skills. Competency in problem solving and conflict resolution. Exemplary skill in analyzing, diagnosing, and evaluating student data progress and programs. Skill in redirecting instruction and assigning actions for improvement; academically or socially. Ability to manage the classroom and supervise students in providing a safe, nurturing environment that stimulates optimal academic, moral and social growth. Demonstrate ability to interact, collaborate and share expertise with administration, peers and community. Commitment to the Core Set of District's beliefs about teaching, learning and on-going professional development. Ability to plan, organize and establish priorities related to assignment. Ability to work effectively with peers, administrators and others. Ability to handle sensitive information in a confidential manner. Ability to work independently and make decisions with minimum supervision. Ability to handle multiple tasks in a professional and courteous manner. Communicate in a professional and courteous manner

REPORTS TO:

Principal or designee

JOB GOAL

To serve as a vocational career and technical instructor for the Practical Nursing programs of the Health Occupation Department. Provide an educational experience in which students move toward the fulfillment of their potential to obtain a higher education.
Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

SUPERVISES:

None

PERFORMANCE RESPONSIBILITIES:

Service Delivery

(1) Communicate learning goals and feedback.
(2) Demonstrates basic performance skills in trade area, current career and technical knowledge and related knowledge and skills.

(3) Conduct classes and/or clinical experiences in Practical Nursing
(4) Guide student's behavior so that skills and competencies are being achieved.
(5) Coordinate and schedule all health care programs and instruction.
(6) Provides evidences needed for meeting standards for program review and accreditation.
(7) Engage students.
(8) Establish rules and procedures.
(9) Recognize adherence to rules and procedures.
(10) Establish and maintain effective relationships with students.
(11) Communicate high expectations for all students.
(12) Plan and prepare lessons and units.
(13) Maintain essential records to show student placement in program.
(14) Plan and prepare for use of resources and technology.
(15) Develop and implement a professional growth plan.
(16) Promote a positive and collegial environment.
(17) Promote the exchange of ideas and strategies.
(18) Promote District and school development.
(19) Promote Inter/Intra-Agency communication and delivery.

Expectation of All Employees

(20) Follow attendance, punctuality and other qualities of an appropriate work ethic.
(21) Ensure adherence to good safety standards.
(22) Maintain confidentiality regarding school/workplace matters.
(23) Model and maintain high ethical standards.
(24) Maintain expertise in assigned area to fulfill position goals and objectives.
(25) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
(26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.
(27) Demonstrate initiative in the performance of assigned responsibilities.
(28) Each employee of the St. Johns County School Board will model the six pillars (as defined by Character Counts!) of the character education program.

Professional Growth and Improvement

(29) Participate successfully in training programs, conferences and workshops as assigned or appropriate to keep abreast of current practices, programs, legal issues and character education.

Systemic Functions

(30) Model the characteristics of citizenship, character education and literacy.
(31) Follow federal and state laws as well as School Board policies, rules and regulations.
(32) Demonstrate support for the school district and its goals and priorities.
(33) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
(34) Participate in cross-training activities as required.
(35) Perform other tasks consistent with the goals and objectives of this position.
(36) Exhibit interpersonal skills to work as an effective team member.
(37) Demonstrate initiative in identifying potential problems or opportunities for improvement.

Leadership and Strategic Orientation

(38) Provide leadership and direction for assigned areas of responsibility.
(39) Set high standards and expectations and promote professional growth for self and others.
(40) Utilize appropriate strategies and problem-solving tools to make decisions regarding planning, utilization of funds, delivering services and evaluation of services provided.
(41) Demonstrate initiative in identifying potential problems or opportunities for improvement and take appropriate action.

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PHYSICAL REQUIREMENTS:

- Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Salary and benefits shall be paid consistent with the district's approved compensation plan. Length of the work year and hours of employment shall be those established by the district.

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

POSITION CODE:
FLSA STATUS:

BOARD APPROVED: Pending Board Approval March 2017

REVISED: