

COORDINATOR for CERTIFIED NURSING ASSISTANT PROGRAM CARROLL HIGH SCHOOL

Job Summary:

- Coordinates, supervises and directs a Certified Nursing Assistant program.
- Develops partnerships with local nursing schools and health care agencies.
- Provides clinical and classroom instruction to nursing students.

Scope:

This position works in the area of nursing; work contacts include faculty, students, patients, health care professionals and agencies, State Board of Nursing and vendors.

Supervision Received: This position reports to the Principal

Supervision Exercised: Direct work of students and staff

Duties and Responsibilities:

- Coordinates, supervises and directs a certified Nursing Assistant Program
- Assists with the development of partnerships with local schools and health care agencies
- Provides clinical and classroom instruction to nursing students; uses traditional and non-traditional methods of instruction including the use of technology; evaluates clinical instructors
- Uses effective interpersonal leadership and organizational skills; reviews, revises and develops curriculum materials and tests
- Prepares classroom presentations using a variety of methodologies; maintains records required by the Louisiana State Board of Nursing
- serves on school and districtwide committees
- Participates in activities to enhance professional development; performs related duties as assigned.
- Develops performance objectives and prepares SLTs supporting the program and school
- Devises and implements an evaluation program
- Communicates with individuals, groups and agencies that provide assistance to the Medical Magnet Program
- Organizes and implements, with school counselors, a program to inform students and parents about opportunities in health career fields and admission policies
- Functions as liaison for the Medical Magnet Program to local health agencies

Knowledge, Skills and Abilities:

- Knowledge of: Louisiana State Board of Nursing requirements; nursing and nurse assisting education curriculum development; teaching strategies; various computer software

- Ability to: communicate effectively orally and in writing; establish cooperative working relationships in the course of performing assigned duties.
- Excellent communication skills
- Maintain accurate budgetary records and reports

Education Experience:

Any combination of education, training and experience that provides the required knowledge and abilities.

- Clinical experience as a Registered Nurse
- Experience with curriculum and teaching strategies that address the needs of diverse populations and nontraditional settings
- Experience with the use of technology used in classroom applications
- Experience utilizing data for data-driven instruction and SLTs
- Experience working with collaborative groups
- Experience leading teachers/individuals
- Experience in developing and implementing innovative programs

Licenses, Regulations, Certifications and Special Requirements:

Ability to obtain a current and valid RN license and CPR certification for Health Care Provider required.

Term of Employment: 11 months

APPLICATION DEADLINE:

Applications will be accepted until noon on **January 11, 2017**. The application should include a letter of interest; resume which contains 3 professional references; and a copy of Louisiana Licensure. Send hard copy only of application to:

Monroe City Schools
Human Resources Department
Attention: Phedra Brantley, Director
2006 Tower Drive
P.O. Box 4180
Monroe, LA, 71211
Phone: 325-0601