

**Job Title:** Nursing Principles Instructor

**Supervisor:** Campus Administrator

**Employment Terms:** 11 Months

**Salary Range:** \$65,000 – \$90,000

**Location:** Northwest Campus  
13201 W Grand Ave  
Surprise, AZ 85374

**Skill Sets:**

- Customer Service
- Communication
- Critical Thinking
- Personal Management
- Leadership
- Professional Management
- Computer Technology
- Teamwork

**Essential Duties and Responsibilities:**

- Prepares students for jobs as Certified Nursing Assistants/ Licensed Nursing Assistants/ Phlebotomists
- Teaches State approved Nursing curriculum, skills lab and/ or clinical rotations to high school students
- Develops curriculum that is current with industry standards and the State Board of Nursing
- Assist in maintaining program certification by the Arizona State Board of Nursing & NCIA as necessary in collaboration with nursing program coordinator
- Collaborates with nursing program coordinator as required about program standards and policies
- Coordinates state testing dates and locations
- Secure clinical sites for Nursing Assistants and manage affiliation agreements required by the Board of Nursing as well as the district
- Develops student clinical calendars and collaborates with clinical partners regarding requirements
- Use student data to drive instructional practices
- Develops curriculum and participates in program reviews
- Maintains student files as required by Arizona State Board of Nursing
- Implements and Tracks student healthcare requirements required for clinical participation and communicate with students and parents/ guardians about the requirements
- Maintains laboratory equipment that is consistent with current industry standards
- Prepares and maintains laboratory setting for student learning
- Evaluates clinical nursing faculty and meets as needed with clinical faculty
- Demonstrates and differentiates instructional methods for the purpose of providing an effective program that addresses individual student learning needs

- Develops a variety of written materials (e.g. syllabus, unit and daily lesson plans, curricular maps, assessments, attendance records, anecdotal communications, etc.) for the purpose of documenting and communicating student progress
- Partners with instructional team leaders for planning, implementations, and reflection on instruction
- Participates in a variety of meetings and professional development activities for the purpose of professional growth in an educational setting
- Assesses student progress towards objectives, expectations, and/ or goals for the purpose of planning instruction, providing feedback to students and communicating achievement
- Manages student behavior in a variety of educational environments by providing safe and positive learning environment
- Identifies and develops a variety of work-based learning opportunities for students
- Engages students in leadership development by serving as an advisor for Career Technical Student Organization (CTSO) HOSA
- Assists students to complete service learning projects and program fundraising events
- Communicates effectively with students, parents and colleagues at the campus level to improve the overall quality of student outcomes and achievement of established program goals
- Communicates student progress and behaviors with parents and/ or legal guardians
- Establishes and maintains a good rapport with community partners and advisory councils
- Reports student enrollment data
- Attends district meetings
- Performs other related duties as assigned to strengthen the program

**Knowledge and Skills:**

- Licensure as a Registered Nurse
- 3-5 years' experience in teaching or related work experience
- Knowledge of Career and Technical Education and the CTE Delivery Model
- Knowledge of safety and/ or sanitation procedures appropriate to the field of instruction; industry standards within the area of instruction; resources available to facilitate a successful learning environment

**Requirements:**

- Able to acquire a Career & Technical Education industrial technology certificate in Health Careers
- Three years practicing as a professional nurse and/ or teaching experience to include career/ technical/ occupational/ vocational education in a certified secondary program
- One or more years in supervising nursing assistants
- One or more years of providing direct care as a registered nurse in any setting
- Maintain licensure as a Registered Nurse in good standing from the Arizona State Board of Nursing
- High school diploma or equivalent
- Current negative TB skin test (within the last year)
- Proof of MMR immunization required unless born prior to January 1, 1957
- Valid IVP Fingerprint Clearance Card or be able to obtain one

- Valid Arizona Driver's license
- Background check
- BLS CPR certification: Instructor training preferred

**Evaluation:** This position has a 90-day probation period, plus a yearly evaluation

**Closing Date:** Open until filled

**Start Date:** TBD

**Application Procedure:**

Submit online application: <https://west-mec.edu/employment/>

Include:

- Letter of interest
- Current resume
- Three professional references (names, addresses and phone numbers)

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