

**HANCOCK COUNTY SCHOOLS  
NEW CUMBERLAND, WEST VIRGINIA**

**POSITION: Licensed Practical Nursing Instructor**

**NATURE AND PURPOSE:** The instructor is a registered professional nurse who is responsible for the supervision of students within the clinical areas and for the development and teaching of theory -- also serving as an evaluator.

**QUALIFICATIONS:**

- Graduation from an accredited school of registered professional nursing.
- Be a registered professional nurse currently licensed in West Virginia.
- Has or must be enrolled in a baccalaureate degree program, preferably in nursing, with completion within three (3) years of date of hire as demonstrated by submission of transcripts to the program coordinator.
- Registered professional nursing experience within the last three (3) years immediately preceding employment as a faculty member. Such experience shall include teaching or in a hospital facility.
- Has good mental and physical health.
- Sets a good example for students through speech, appearance, and actions.
- Demonstrates ability to relate to and work effectively with people.
- Seeks professional and personal growth through continuing education such as graduate study, workshops, seminars, and conferences.
- Holds membership and has participated in the activities of nursing and educational organizations.
- Has a minimum of three (3) years of experience as a registered professional nurse, which should include two (2) years of patient side nursing care experience in an acute, intermediate, or long-term care clinical facility and one (1) year of experience in one or more of the following areas: teaching, supervision, or administration.
- Present evidence of continuing education.

**RESPONSIBILITIES:**

- Directly responsible to the Coordinator of the LPN Program and to the Director of the John D. Rockefeller IV Career Center.
- With the Coordinator, assist in developing and adopting educational philosophy and objectives for the program, set standards, develop, implement, and evaluate the LPN program.
- Assist with the administrative duties when requested by the Coordinator or Director including the reviewing, testing, and selecting of students for the LPN program.
- Attend meetings, keep current meeting minutes, and participate in John D. Rockefeller IV Career Center projects and functions.

### **Licensed Practical Nursing Instructor (Continued)**

- Evaluate and record student performance; participate in the counseling and guidance of students related to their course of instruction.
- Develop and revise curriculum that reflects current concepts and practices in nursing according to curriculum revision schedule.
- Develop and utilize course outlines, objectives, and lesson plans that reflect current concepts and practices in nursing.
- Direct, instruct, and supervise student learning in the classroom and clinical setting.
- Assist in promoting growth of the LPN program and support all programs taught at the John D. Rockefeller IV Career Center to community members.
- Instruction to include ethical and legal responsibilities such as advance directives, advocacy, professional boundaries, confidentiality, client rights, organ donation, informed consent, incident reporting, resource management, scope of practice, delegation/assignment, leadership, legal standards, endorsement, continuing competence, and grounds for disciplinary action including procedures and penalties.
- Other duties and responsibilities related to Practice Nursing Education as assigned by the Nursing Coordinator or Director of the John D. Rockefeller IV Career Center.