



JOB VACANCY ANNOUNCEMENT

POSITION TITLE: Nursing-Instructor

DEPARTMENT: Health Professions

FLSA: Exempt

REPORT TO: Chairperson of Assigned Division and Associate Dean of Health Professions.

POSITION SUMMARY: Provides advising, instruction, and evaluation of students in a postsecondary educational nursing program.

PROJECTED STARTING DATE: August 16, 2011, or as soon as possible thereafter.

MINIMUM QUALIFICATIONS:

- Master's Degree from an accredited college or university in Nursing
- Three (3) years of successful full-time experience in the Nursing field
- Effective oral and written communication skills
- Proficiency in computer applications
- Current Nursing License

ESSENTIAL JOB FUNCTIONS: **This position requires working a flexible schedule which might include evenings and weekends.** The Nursing Instructor will adhere to guidelines as specified by the Lawson State Community College Policies and Procedures Manual, the President of the college, the Vice-President for Instruction, the Academic Dean, and the State Board of Education. Essential job functions include the following:

1. Provides instruction to students enrolled in the Nursing program in assigned subject areas.
2. Serves as faculty advisor to students enrolled in the program. Informs students about course requirements, evaluation procedures, and attendance policies.
3. Develops and assesses student learning outcomes.
4. Maintains accurate attendance and scholastic records.
5. Maintains teaching credentials, technical competency, and technical certification as directed by supervisor.
6. Achieves and maintains program certification.
7. Serves on technical, advisory, or college committees as assigned by supervisor.
8. Participates in curriculum evaluation/revision and textbook selection.
9. Fulfills professional responsibilities, promotes public relations on behalf of the college, and performs community service activities as directed by the supervisor.
10. Makes contacts as assigned by supervisor to follow-up and evaluate students in the clinical setting.
11. Works hours or schedules assigned by the supervisor.
12. Performs other duties as assigned by the supervisor to complete professional development or teaching assignments.
13. Maintains inventory records of equipment and teaching components in working order.

14. Maintains cleanliness and employs good housekeeping practices in assigned teaching areas (classrooms and laboratories).
15. Complies with policies and procedures established by Lawson State Community College.

DUTIES AND RESPONSIBILITIES:

- Posts and maintains regular office hours in accordance with prevailing policy.
- Participates in faculty discussion about curriculum, teaching-learning techniques, and teaching materials.
- Actively participates on division and college teams and task forces.
- Submits a Professional Growth Plan for approval by the President prior to pursuing advancement in Rank, in accordance with guidelines for State Board Policy 605.02.
- Participates actively and creatively in the activities of the institution.
- Performs other duties as assigned by the Division Chair, Associate Dean Academic Dean, Vice President, or President.

SALARY: The salary will be based upon education level and teaching experience in accordance to Alabama State Board of Education Salary Schedule D1, ranging from \$42,080 to 58,091 for nine months.

DEADLINE: Monday, July 11, 2011, at 4:00 p.m.

APPLICATION PROCEDURE:

Applicants must meet the minimum qualifications and must submit a **complete** application packet by the stated deadline in order to be considered for this position. Submission of a complete packet by the deadline is the responsibility of the applicant. A complete application packet consists of the following items: Hand delivered packets may be submitted to either of the Human Resources Offices (Birmingham or Bessemer) by deadline date.

- (1) A letter of application (cover letter) with reference to position title as found on the Job Vacancy Announcement,
- (2) A completed and signed Lawson State Community College Application for Employment,
- (3) A current resume,
- (4) Three (3) current and relevant letters of reference, (less than one year old) one of which verifying information from resume or application.
- (5) Transcripts from all colleges attended (official or unofficial).

Finalists will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Lawson State Community College from the institution(s) granting the credits. Only complete application packets received by the stated deadline will be given consideration for this position. Applicant must also agree to a criminal background check.

Application packets should be returned to the following address:

Office of Human Resources
Lawson State Community College
3060 Wilson Road, Southwest
Birmingham, AL 35221

A printable online Employment Application is available at: www.lawsonstate.edu

OTHER INFORMATION:

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.