

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: CERTIFIED NURSE ASSISTANT (CNA) INSTRUCTOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, assist in the planning and implementation of an instructional program within the specific subject area, which meets the labor market needs in that industry. Confer with and develop contractual training relationships with the business community. Develop and coordinate community classrooms and cooperative vocational education partnerships with these agencies. Assess needs of students and utilize appropriate instruction and behavior management methodologies. Comply with all County Office, local, and State requirements.

REPRESENTATIVE DUTIES:

Teach theory and fundamentals of nursing.

Supervise students (not to exceed 15 students per class) as they practice clinical tasks. **E**

Develop and maintain a course outline/curriculum to provide group and individual instruction. **E**

Develop and maintain individualized training plans for students involved in internships. **E**

Review and select instruction materials and develop lesson plans. **E**

Review and update the curriculum to assure current relevance to the vocational field. **E**

Manage classroom in such a manner as to ensure an environment conducive to learning. **E**

Maintain attendance and student records and submit to Educational Services office within specific timelines. **E**

Act as a role model for students. **E**

Instruct students, 18 years of age and older, on skills necessary to enter specific vocational entry-level positions. **E**

Provide lectures and demonstrations, assess student progress, correct papers and assign grades. **E**

Evaluate student skills and competencies through testing and observation. **E**

Advise students of their progress. **E**

Maintain supplies and order materials as needed. **E**

Maintain positive public relations with all related entities. **E**

Develop and maintain positive contacts with employers to assist in job placement opportunities for qualified students. **E**

Assist in job placement. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employees in this class are required to have special expertise applicable to the educational program(s) assigned

Office procedures, computerized instruction, appropriate teaching strategies, classroom management, and assessment techniques

ABILITY TO:

Analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s)

Supervise and monitor students in the classroom and training site(s) as required

Operate audio-visual and other instructional equipment

Develop and manage a program budget

Plan and organize work and training plans

Establish and maintain effective relationships with agencies, organizations, stakeholders, government entities, and the community.

Read, interpret, apply and explain rules, regulations, policies and procedures

Maintain records and prepare reports

Effectively communicate orally and in writing

Work independently with little direction

Lift and carry objects weighing up to 25 pounds

Operate computer to complete reports and maintain data

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

Five (5) years verifiable full-time experience in the target industry or a combination of part-time and full-time employment to equal five (5) years (1500 hours of employment = 1 year)

Three (3) years verifiable full-time experience in a skilled nursing center (1500 hours of employment = 1 year)

Related education may be substituted for two years of experience

LICENSES AND OTHER REQUIREMENTS:

Possess a valid LVN or RN license for the state of California and be in good standing to practice nursing with such license

Valid California Driver's License

Possess cleared current Tuberculosis (TB) Screening/Certification in accordance with California Education Code

Cleared background check through California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) prior to starting employment with the agency. The agency also receives subsequent arrest information from DOJ if any penal code infractions occur.

WORKING CONDITIONS:

ENVIRONMENT:

Office and training site(s)

PHYSICAL ABILITIES:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful situations

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

Hearing and speaking to exchange information on the telephone or in person; make presentations

Seeing to review, distribute, and type materials

Standing and sitting for extended periods of time

Dexterity of hands and fingers to operate computer keyboard and standard office equipment

Reaching overhead, above the shoulders, and horizontally to retrieve and store materials

Bending at waist, kneeling, and squatting

Lifting, pushing, pulling, and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 99

Approval Date: October 2020