

**PIONEER CAREER AND TECHNOLOGY CENTER
27 RYAN ROAD
SHELBY, OHIO 44875**

**JOB DESCRIPTION
FOR
PRACTICAL NURSING (LPN) COORDINATOR/INSTRUCTOR: ADULT EDUCATION**

QUALIFICATIONS: Meet State of Ohio's Department of Education, Board of Regents, and Board of Nursing requirements in education and work experience and the Council on Occupational Education faculty standards

RESPONSIBLE TO: Assistant Director, Adult Education

GENERAL DUTIES: The coordinator/instructor is responsible for conducting the program in keeping with the philosophy and objectives of Pioneer CTC and its adopted policies concerning the Adult Education programs and in meeting guidelines for program operation established by the State of Ohio's Department of Education, Board of Regents, Board of Nursing and by the Council on Occupational Education.

SPECIFIC DUTIES:

- A. Organize/develop course curriculum, course outlines and daily lesson plans, proposals and other appropriate written materials for the program in coordination with classroom and clinical instructors
- B. Display initiative, enthusiasm and other essential personal characteristics to effectively operate an adult vocational program
- C. Integrate safety procedures/practices into instructional programs
- D. Provide recommendations for student tuition and fees
- E. Evaluate and record student progress, submit progress reports for each students and sponsor, as requested
- F. Gather, prepare, process, maintain data for federal, state and local forms and reports
- G. Follow department procedures for requesting secretarial services, instructional materials, reporting student problems
- H. Organize program advisory committee, prepare the letter, conduct the meetings, prepare the minutes, as directed
- I. Attend faculty and department meetings, as assigned
- J. Assist the department in recruitment of students, the development and distribution of Adult Education promotional literature and other marketing activities, as requested
- K. Research teaching materials, aides, tools, equipment and supplies in cooperation with the department and with administrative approval

- L. Maintain and secure laboratory and classroom equipment/environment, report problems to Assistant Director, Adult Education
- N. Accept responsibility for high quality standards of products produced and tasks performed
- O. Maintain proper inventories at all times
- P. Attend professional workshops and conferences designed for instructional improvement for the purpose of keeping informed of current business and industrial practices
- Q. Actively promote positive public relations for Pioneer CTC's adult programs
- R. Ensure a written policy related to the evaluation of faculty, teaching assistants and preceptors is implemented.
- S. Communicate at all times with department administrative personnel in terms of personnel matters
- T. Facilitate and assure an effective delivery of instruction through visits to the classroom during instruction and visits to the clinical sites during student activities
- U. Complete building utilization form for use of facilities and services
- V. Conduct building tours for interested persons, groups, business, industry, and agency personnel
- W. Facilitate faculty in the review, revision and update of all policies related to Practical Nursing to include the following: student handbooks, faculty handbook, and course descriptions and outlines handbook (syllabi), and curriculum plans
- X. Implement a strategic plan that ensures the retention, completion, licensure, and employment of nursing students consistent with the established requirements of AE's accrediting body of the Council on Occupational Education
- Y. Survey adult education needs with local business/industry/agencies
- Z. Coordinate day and/or evening operation of classes, as assigned
- AA. Recruit, recommend and monitor qualified part-time instructors for clinical rotations
- BB. Coordinate clinical rotations for all nursing programs; maintain a centralized calendar identifying these assignments
- CC. Maintain all PN records and reports need for federal, state, and local reporting
- DD. Perform other duties as assigned by the Superintendent and/or his/her designee.