



1020 East Washington Street • Colton, California 92324
• (909) 783-9331 or (800) 600-5422 • Fax: (909) 783-9334

Job Description

Job Title: Vocational Nursing Instructor
Reports To: Director of Nursing Education

Position Responsibilities:

- Teaches and implements the total curriculum as assigned by, and under the direction and supervision of the Director of Nursing Education.
- Instruct students in theory and/or clinical skills as set forth in the curriculum to earn certificate of completion and requirements to sit for Vocational Nursing Licensure Examination.
- Maintains accurate examinations and insures that examinations are prepared at least one week in advance of their administration.
- Direct and guide the student in the development of values, attitudes, ideals and professionalism appropriate to the Vocational Nurse.
- Maintain records of student progress including attendance, grades, and disciplinary actions.
- Monitors students adherence to school policies.
- Devises written lesson plans and implements them according to the curriculum.
- Makes student/patient assignments prior to student arrival to clinical area.
- Identifies individual and collective learning needs of assigned student, being cognizant of the physical, mental, and emotional status of the learners.
- Performs other related tasks as assigned.

Qualifications:

- R.N. or LVN with current active California license; and hold a baccalaureate degree from an accredited school; or a valid teaching credential or at least one course in teaching from an accredited institution of higher learning in teaching strategies, teaching methodology or curriculum development; or have completed a minimum of one year full-time teaching experience in a state accredited or approved registered nursing or vocational or practical nursing, school within the last five years; or met community college or state university teaching requirements of California.
- At least two years experience as an R.N. or LVN within the last five years.
- Basic computer skills.

- Teaching Credential or at least one course in teaching from an accredited institution of higher learning in teaching strategies, teaching methodology or curriculum development.
- Good presentation skills.
- CPR Certified.

Physical Requirements:

- Ability to spend 6 or more hours per day sitting at desk or computer terminal.
- Ability to commute from one campus to another.
- Ability to hear and speak clearly as may spend one or more hours per day on telephone.
- Ability to regularly use hands, fingers and arms to write, type, pick up the phone for extensive periods of time, finger papers, handle papers, books and files and reach in any direction for items.
- Must be able to lift up to 20 lbs occasionally

Printed Name

Date

Signature

Date