## Blackfeet Community College

### Position Description

**Nursing Instructor**

<table>
<thead>
<tr>
<th>Closing Date</th>
<th>Open until filled</th>
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</thead>
<tbody>
<tr>
<td>Salary</td>
<td>$44,000.00 to $55,000.00</td>
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<tr>
<td>Department</td>
<td>BCC Nursing program</td>
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<tr>
<td>Personnel Definition</td>
<td>Regular Full-Time</td>
</tr>
<tr>
<td>Term of Employment</td>
<td>10 month</td>
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<tr>
<td>FLSA</td>
<td>Non-exempt</td>
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</table>

**Supervision Received**

The levels of supervision received (chain of command) are:
- Nursing Program Director
- Dean of Workforce Development
- President

**Supervision Exercised**

This position will have teaching responsibilities in general nursing and in the instructor’s specialty area following a rural community based curriculum. This position will have classroom, lab and clinical responsibilities. The nursing instructor is expected to provide guidance and direction necessary to allow students to achieve pre-established course objectives. Working within a detailed course syllabus, the instructor is expected to be an effective classroom/clinical manager and an advocate of the philosophy and policies of BCC both in and out of the classroom/clinical. Nursing instructors in the BCC nursing program are expected to engage in professional, college and community service, and to be engaged in teaching, scholarship, and service consistent with the criteria for academic ranking.

**General Statement of Duties**

Nursing instructors are expected to maintain a continuous program of professional development that includes attendance and participation in professional education and keeping current with the literature in their discipline. Instructors are expected to provide nursing leadership in Montana and beyond through active participation in professional nursing organizations. This position reports to the Nursing program director.

**Specific Area of Duties**

Work with the Nursing Program Director to maintain compliance with the Montana Board of Nursing and abide by the standards of the governing body of BCC, Nursing Program policies and procedures, general professional nursing standards, and the specific requirements of agencies used for student clinical experiences as follows:
- Serve as a professional role model to students.
- Responsible for instructional preparation and effectively teaching nursing courses offered in the classroom, clinical, and laboratory setting by demonstrating the ability to plan, organize, implement and evaluate instructional materials in assigned areas of didactics, nursing lab, and clinical teaching.
- Develop syllabus, including grading criteria, student assignments and learning
activities.

- Select appropriate text and assigned reading. Develop course materials in written form and advanced technological methods including the use of discussion board and other technology as it becomes available.

- Coordinate the use of agencies for student clinical experiences. Arrange for agency affiliate agreements and updates, in coordination with the Program Director and Administrative Assistant.

- Arrange for the placement of library reserve materials, readings, journals, course packets, etc., with the library personnel.

- Participate in the assessment, review and evaluation of nursing courses in the classroom, lab and/or clinical setting along with the evaluation of student performance consistent with the Practical and ASN Nurse Program outcomes of professional behavior, communication, assessment, planning, caring and management of care. Responsible for developing evaluation materials and keeping documentation records as required.

- Participate in the advising of students and maintains office hours according to BCC policy. Provide or recommend support and assistance for students having difficulty in achieving course objectives (individual meetings with faculty, tutoring etc.).

- Complete student grade entry on the designated BCC administrative system according to policy and deadlines.

- Responsible for maintaining current R.N. licensure and professional experience in teaching specialty.

- Collaborate with nursing colleagues to support and implement the philosophy, conceptual framework, objectives and policies of the BCC Nursing Program.

- Actively participate in curriculum development, course refinement and program evaluation consistent with objectives as set forth by BCC and the Montana State Board of Nursing.

- Develop standards for admission, progression and graduation of student nurses for both PN and ASN programs.

- Participate in activities of the total faculty of BCC in ways that benefit the institution, the nursing program, the faculty and students.

- Participate in BCC professional committees and activities.

- Participate in professional development for personal and professional growth.

- Engage in collaborative and respectful working relationships with students, campus and clinical staff, faculty colleagues on campus and in the clinical sites.

- Demonstrate current experience within nursing specialty.

- Participate in evaluating the effectiveness of the professional nursing program, the quality of instruction and recommend and institute changes to improve the overall quality of nursing education at BCC and clinical facilities.

- Participate in evaluation of peers, director, and administrators.
- Keeps the Program Director informed of issues, problems and changes, in courses as well as in clinical settings.
- Other duties necessary to the function of BCC, as needed.

**Qualifications**

- Master’s degree required in Nursing from a National Accredited Program.
- Completed course work in curriculum development, principles and methods of teaching, and measurement and evaluation of learner outcomes in nursing program or community health nursing.
- Two years of teaching experience required in a nursing education.
- Current unencumbered RN Licensure in the State of Montana
- Advanced Cardiac Life Support (ACLS) certification.
- Pediatric Advanced Life Support (PALS) certification
- One year of experience working in a simulation/lab setting.
- Current Healthcare Provider (CPR) Licensure

**Knowledge, Skills & Abilities Required**

**Knowledge Required:**

- Knowledge of computer skills adequate for patient care simulations and for educational and administrative requirements.
- Knowledge of the safe use and disposal of hazardous equipment and chemicals
- Knowledge of curriculum development.
- Knowledge of a variety of teaching methods.
- Knowledge of effective teaching strategies.
- Knowledge of Native American learning and teaching styles.
- Knowledge of Tribally Controlled Community Colleges.

**Skills Required:**

- Methods, curriculum development, testing and evaluation.
- Proven dedication to student learning and academic support.
- Excellent oral and written communication skills.
- Strong teaching skills.
- Excellent motivation and instructional skills in a diverse and non-traditional environment.
- Strong interpersonal skill.

**Abilities Required:**

- Ability to set up teaching materials for the multiple skill levels of the PN and RN lab experiences.
- Ability to travel within Montana when necessary.
- Ability to make effective decisions and accomplish goals and objectives with Limited Supervision.
- Ability to work with students in a class setting.
- Ability to develop and maintain positive relationships with BCC students, Staff and community.

**Complexity**

This ten month professional position will have teaching responsibilities in general nursing and in the instructor’s specialty area following a rural community based curriculum. This position will have classroom, lab and clinical responsibilities. The nursing instructor is expected to provide guidance and direction necessary to allow students to achieve pre-established course objectives. Working within a detailed course syllabus, the instructor is expected to be an effective classroom/clinical manager and an advocate of the philosophy and policies of BCC both in and out of...
Nursing Instructors in the Blackfeet Community College Nursing Program are expected to engage in professional, college and community service, and to be engaged in teaching, scholarship assistance, and service consistent with the criteria for academic ranking.

<table>
<thead>
<tr>
<th>Personal Contacts</th>
<th>Has contact with personnel in all departments, students, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the BCC nursing program.</th>
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<tbody>
<tr>
<td>Physical Demands</td>
<td>Duties require quite a bit of physical activity such as walking, lifting patients, stretching and bending, and may require longer work days and varied schedules. Extensive use of computers and office equipment.</td>
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| Guidelines        | This position will be guided by:  
• Position Description  
• BCC Employee Policies and Procedures Manual  
• BCC Catalog  
• All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations. |