



J.F. DRAKE STATE

COMMUNITY & TECHNICAL COLLEGE

INTENT TO EMPLOY

Post: 12-5-18

POSITION: NURSING INSTRUCTOR

REQUIRED QUALIFICATIONS:

- Minimum of a Master's degree in Nursing from a regionally accredited institution
- Minimum of one (1) year of clinical experience
- Active and unencumbered Alabama Registered Nursing license
- Current CPR certification at Health Care Provider level through American Heart Association
- Ability to perform all nursing clinical rotation duties
- Basic computer (word processing) skills

PREFERRED QUALIFICATIONS:

- Three (3) years of full-time nursing education or clinical work experience
- Excellent oral, auditory, and written communication skills
- Excellent organizational skills
- Ability to establish and maintain effective working relationships with students, other employees, and the public
- Ability to project a professional and congenial demeanor

DESIRED PROFILE:

Preference will be given to candidates who can demonstrate through their experiences and accomplishments:

- An understanding of and commitment to the philosophy and mission of a community and technical college.
- A sensitivity and commitment to cultural diversity.
- The ability to handle multiple tasks and various situations in a calm and professional manner.
- A commitment to teaching and learning, where recent high school graduates, adult students, and non-traditional students are involved.

ESSENTIAL JOB FUNCTIONS:

The Nursing Instructor shall perform the duties as specified in conformity with policies established by the Alabama Community College System Board of Trustees and the J.F. Drake State Community and Technical College Faculty and Staff Handbook.

- Provide quality classroom instruction in the area of Nursing
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Seek continuous improvement in curriculum, instruction, and resources
- Participate fully in the institutional planning process and assists in carrying out the overall mission of the College
- Prepare and grade assignments, projects, and examinations
- Assist in registration and pre-registration as needed
- Maintain an inventory of assigned equipment and supplies
- Serve on college committees when requested
- Submit required reports to the Division Chair or Dean of Instruction
- Inform students of educational and occupational opportunities

- Provide a proper instructional environment and maintain good human relations in the classroom so that learning is more effective
- Participate in faculty and professional organizations
- Recommend library books and other instructional materials
- Retain and submit documentation as requested to support accreditation efforts
- Perform other work related responsibilities as assigned by the Division Chair, Dean of Instruction, and/or the President.

Job description may be modified or altered at any time by management.

SALARY:

Appropriate placement on Alabama Community College System Board of Trustees Salary Schedule D-1 Salary Range \$40,590 - \$79,368 (nine months). A summer contract may be available (\$12,532 – \$24,546) depending upon enrollment.

APPLICATION:

Applicants must meet the minimum qualifications and must submit a complete application packet to be considered for this position. **It is the sole responsibility of the applicant to ensure his or her application packet is complete.** A complete application packet includes:

- A completed and signed DSCTC application
- Current resume
- Employment letter(s) from current and/or previous employers, verifying relevant employment experience meeting the minimum required qualifications. Letters must include employment dates, job title, full-time or part-time, and on official letterhead with an actual authorized personnel signature. Letter from current employer may be delayed until an official offer of employment has been made.
- Official transcripts for the required degree and higher, identifying the applicant, institution and date degree conferred. Unofficial transcripts will be accepted as part of the application packet, but official transcripts must be received in the Office of Human Resources prior to the employment start date.

J. F. Drake State Community and Technical College employment forms are available online at www.drakestate.edu or from the Office of Human Resources. The completed application packet should be returned to:

J.F. Drake State Community and Technical College
Attn: Office of Human Resources
3421 Meridian Street, North
Library, Room 219
Huntsville, Alabama 35811
Telephone 256-551-7278

APPLICATION DEADLINE:

Wednesday, December 19, 2018 at 10:00 a.m.

ANTICIPATED STARTING DATE:

January, 2019

All applicants must have on file, a completed application packet by the deadline date. All applications received will be screened and interviews scheduled by appointment only. All applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. Applicants must demonstrate written proficiency in English as part of the on-campus interview process. Drake State Community is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security. Employment will be contingent upon the results of E-Verify and a satisfactory criminal background check.

J.F. Drake State Community and Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or subjected to discrimination under any program, activity, or employment. Drake State will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding. Drake State compiles information about safety and security and publishes an annual report. This report can be found on the website by accessing the crime and safety report link. The link can be found on the Drake State home page by clicking the "About Us" tab and the selecting the "Campus Security Report" link. A copy can also be obtained by contacting the Director of Operations at 256-551-5210.