

**Arkansas Department of Career Education**  
**NURSE INSTRUCTOR Job Vacancy Announcement**

**Recruitment Period: September 13, 2016 through September 26, 2016**

**Position Number: 22081951 Class Code: L036C Grade: C121**

**Entry Level Salary: \$39,199.00**

The Arkansas Career Training Institute (ACTI) is recruiting for a/an NURSE INSTRUCTOR position. The Nurse Instructor is responsible for developing and presenting nursing and health care training programs. This position is governed by state and federal laws and agency/institution policy. This position is located at ACTI in the Vocational Training Department, 105 Reserve Ave, Hot Springs, Arkansas 71901.

Thoroughly read the attached NURSE INSTRUCTOR Functional Job Description for qualification requirements, job duties, and responsibilities. This job vacancy is posted on the Arkansas State Jobs website.

**Employment Application Procedure**

Apply online through the Arkansas State Jobs website at [www.arstatejobs.com](http://www.arstatejobs.com). Upload your current resume with your employment application. Each candidate is expected to respond to the position-relevant questions that are posted near the end of the electronic employment application. The hearing impaired may telephone the ADA Relay System at 1-800-285-1131.

Applications and resumes are subject to inspection under the Arkansas Freedom of Information Act. Applications and resumes must be posted on the Arkansas State Jobs website by 11:59 p.m., September 26, 2016.

The Arkansas Career Training Institute is an Equal Opportunity Employer. We do not discriminate on the basis of race, religion, color, sex, age, national origin, disability, or political affiliation. Qualified applicants with disabilities may request reasonable accommodation needed to participate in our application process.

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**NURSE INSTRUCTOR Functional Job Description**

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**Position Summary**

The Nurse Instructor is responsible for developing and presenting nursing and health care training programs. This position is governed by state and federal laws and agency/institution policy.

**Education and Professional Work Experience**

Licensed by the Arkansas State Board of Nursing as a Registered Nurse in accordance with ACA 17-87-301; plus two years of experience providing comprehensive nursing care. Additional requirements determined by the agency for recruiting purposes require review and approval by the Office of Personnel Management. OTHER JOB RELATED EDUCATION AND/OR EXPERIENCE MAY BE SUBSTITUTED FOR ALL OR PART OF THESE BASIC REQUIREMENTS, EXCEPT FOR CERTIFICATION OR LICENSURE REQUIREMENTS, UPON APPROVAL OF THE QUALIFICATIONS REVIEW COMMITTEE.

**Job Duties and Responsibilities**

Presents training programs by preparing instructional materials and aids, presenting classroom lectures and clinical demonstrations, administering tests, evaluating employee progress, and preparing certification and licensure documentation as required. Participates in the planning and development of classroom and clinical training programs by evaluating program content, application, and compliance with required standards. Reviews employee progress, test scores, and feedback. Researches and recommends curriculum modifications and course schedules. Develops, revises, and presents in-service training programs for direct care and nursing staff by conducting oral, written, and observed needs assessments, researching textbooks and journals, and compiling course curriculum and lesson plans. Attends in-service training and professional workshops to obtain and provide information concerning health care and nursing practices. Reviews and recommends revisions to agency policies and procedures affecting nursing services. Performs other duties as assigned.

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**NURSE INSTRUCTOR Functional Job Description**

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**Job Duties and Responsibilities continued**

Instructs students in a CNA program, lecturing in classroom and computer laboratory setting, developing and providing individual instruction as required, and arranging field trips and guest lectures. Evaluates student performance by grading classroom work, observing laboratory skills, and counseling students on personal and educational problems. Develops or revises vocational education curriculum by researching educational and professional material, reviewing and selecting textbooks, developing course outline and objectives, and preparing lesson plans and instructional aides.

Maintains classroom records, including attendance records, accreditation data, student competency files, process reports, and graduate follow-ups. Orders and/or requisitions and inventories supplies and equipment. Instructors must also be familiar with any/all accreditation standards for their programs, be willing to participate in Skills USA, JAG and or HOSA, and prepare students for any/all competitions. Instructors must also participate in internship/apprenticeship opportunities for their students and conduct advisory committee meetings concerning the Certified Nursing Assistant Program.