

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: _____

FLSA: Exempt

EEO-6: 2-20 (Faculty)

SOC CODE: 25-1000

CLASSIFICATION: CC Professor

CLASSIFICATION CODE: 208100

POSITION TITLE: _____

DATE ESTABLISHED: _____

POSITION NUMBER: _____+

DATE OF LAST AMENDMENT: _____

SCOPE OF WORK: To educate students in the field of Nursing as outlined in the prescribed program curriculum and to provide leadership in development and implementation of departmental and institutional activities that advance the mission of the college. This position reports to the Department Chairperson of the Nursing Department at Nashua Community College.

- Teaches an assigned academic course schedule in the subject area of Nursing within a classroom and/or clinical setting.
- Demonstrates teaching effectiveness through the development, modification, and evaluation of program curricula and instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills, and respond to diverse academic needs.
- Maintains accessibility and availability to assist students with their learning needs and advises individuals or groups of students in academic matters relevant to the Nursing Program and exercises professional judgment in referring students to appropriate personnel.
- Supervises student learning activities and academic progress and maintains accurate records of student progress and accomplishments. Consults with and interprets these to students.
- Assists with the selection, placement and follow-up of students at the college to which assigned.
- Coordinates and leads departmental activities and operations by meeting with executive and advisory groups to discuss needs, career developments, and the effectiveness of instruction, developing and evaluating credit and non-credit programs and/or courses, mentoring faculty in the Nursing competency and instructional expertise, actively cultivating and maintaining collaborative relationships with business and industry within the Nursing field, and engaging in outreach to educational partners for the development and implementation of articulation initiatives.
- Provides leadership in the planning, development, and implementation of college sponsored recruitment and retention activities including career and job fairs, student orientations, registrations, and award ceremonies, and/or advising student activity groups, as assigned.
- Engages in professional activities related to the area of Nursing that partner the college with the wider community by serving on college or system teams, or participating in community-sponsored events, as assigned.
- Remains technologically and pedagogically current within the Nursing field of instruction through participation in relevant professional associations and education and training activities. Utilizes appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communications.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.
- Serves on and leads college or system committees, as assigned.
- Complies with all system, college, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master’s degree from a regionally accredited college or university with major study in Nursing or related field. Possession of a master’s degree in Education shall require twelve (12) graduate credits in Nursing or related field and a bachelor’s degree in Nursing or related field.

Experience: Six (6) years of teaching experience in Nursing or related field, two years of which shall have been in the supervision of students or personnel in educational activities or academic program administration or six (6) years of business or industry experience directly related to Nursing or related field, two years’ which shall have been in the supervision of personnel or program/project administration.

License/Certifications: Maintains current license to practice as a registered nurse in NH. Valid driver’s license.

RECOMMENDED WORK TRAITS: Thorough knowledge of teaching methods, use of instructional materials and the organization of subject matter into effective teaching units in technology or other specialized programs. Complete knowledge of the principles, methods, techniques and equipment in subjects being taught. Ability to evaluate student progress and provide guidance to both students and instructors. Ability to supervise professional instructional staff and collaborate in development of programs, policies and procedures. Ability to work effectively with businesses and community organizations. Ability to originate and implement new programs and to improve existing programs. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the agency appointing authority

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee’s Name (print)

Employee’s Signature

Date Reviewed

Supervisor’s Name and Title:

The above job description accurately measures this employee’s job duties.

Supervisor’s Signature

_____/_____/_____
Date Reviewed

NCC Human Resources Officer

Date Approved