

Job Description

Job Title: Instructor I/II HOE

Position Code: 7E00, 7E08, 2E10

Job Classification: Exempt

Supervisor: Program Administrator

Pay Grade: 32 (No Degree), 35-39 (With Degree)

Contract Length: 192 Days

Job Summary

Position is responsible for instructing students in the field of health occupations in classroom/clinical settings and creating a safe and orderly learning environment. Position motivates students to develop an interest in and an appreciation of the health occupations field. Position develops knowledge, skills, and talents of students, utilizing a variety of instructional techniques appropriate to students' interests and abilities.

Essential Duties

1. Instructs students in developing knowledge and skills in health occupations in accordance with the course of study adopted by the Board of Education.
2. Enables students to develop an appreciation of the health occupations field.
3. Demonstrates techniques to students in health care concepts.
4. Develops clear and concise instructional lesson plans and organizes class time to provide a balanced program of preparation and classroom/clinical instructional time.
5. Provides individual and small group instruction and adapts the curriculum to the needs of students with varying abilities.
6. Uses a variety of instructional techniques appropriate for the ages and skill level of students.
7. Establishes and maintains standards of pupil behavior and creates a safe, orderly, and effective environment for learning during class time and clinical instruction.
8. Instructs students in the proper care and use of medical devices, equipment, and instruments.
9. Organizes storage areas and controls the use of materials, equipment, and instruments to prevent loss, abuse, injury, or security breach.
10. Makes minor repairs and adjustments to equipment/instruments; and requests assistance for major repairs as appropriate.
11. Evaluates student performance and growth in knowledge and understandings and prepares regular progress reports.
12. Conferences regularly with parents/guardians regarding behavior observations and the performance of students.
13. Identifies student needs and cooperates with other professional staff members in helping students solve health, attitude, and learning problems.
14. Maintains thorough records for each student.
15. Selects, requisitions, and maintains books, instructional materials, equipment, and instructional aids.
16. Models nondiscriminatory practices in all activities.

Other Duties

1. Attends staff development programs, curriculum development meetings, and other professional activities.
2. Keeps abreast of developments, research, and new technology in the field.
3. Performs any other related duties as assigned by the Program Administrator or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed on the following page are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Must possess some professional nursing experience providing direct patient care; or any equivalent combination of education and experience that would provide the noted knowledge, skills, and abilities. Bachelor’s degree preferred. Must be licensed, or eligible for licensure, as a Registered Nurse (RN) by the Virginia Board of Nursing. Must possess current CPR and Basic Cardiac Life Support (BCLS) certification. Must be eligible for a Virginia Teaching license. Must possess effective instructional delivery techniques and excellent communication skills. Must possess an in-depth knowledge of techniques and processes used in the health care field. Must possess working skills and abilities in the operation of a variety of medical devices and equipment. Must possess the ability to instruct students in the field of health occupations. Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.

Working Conditions and Physical Requirements

The physical requirements described herein are representative of those which must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Duties are performed in a school classroom and clinical environment. While performing the duties of this job, the employee is frequently required to walk; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee is occasionally required to stand; sit; climb or balance; bend; twist; and stoop kneel, crouch, or crawl. The employee must occasionally lift, push, pull, carry, and/or move patients and equipment weighing up to 100 pounds. Specific vision abilities required by this job include close vision, depth perception, and ability to adjust focus in order to instruct students in methods for observing patient conditions/administering appropriate treatment. The job risks exposure to disease/pathogens; blood and bodily fluids; medications; and toxic or caustic chemicals.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. Duties may be occasionally performed on field trips away from school. The noise level in the work environment is usually moderate.

Supervision Exercised: No supervision of others required.

Supervision Received: Program Administrator

This job description in no way states or implies that these are the only duties to be performed by this employee. The teacher will be required to follow any other instructions and to perform any other related duties as assigned by the Program Administrator or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date