



## Adult Education State Tested Nurse's Aide (STNA) Instructor

**STARTING DATE:** Immediately

**REPORTS TO:** Adult Education Supervisor

**WORK YEAR:** 2014 - 2015 school year as needed

**SALARY RANGE:** \$18 per hour

**QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:**

- Valid Ohio license as a Registered Nurse (RN/BSN)
- Current "Train-the-Trainer" certificate or ability to immediately obtain
- Minimum of two years successful work experience in caring for elderly or chronically ill of any age. This experience may be obtained through employment in a long-term care facility, geriatrics department, home health agency, or hospital providing care to chronically ill individuals.
- Ability to instruct adult students
- Highly motivated self-starter with a passion for teaching and demonstrated ability to work with people of all skill levels.
- Excellent planning, organizational, and problem solving skills
- Excellent oral and written communications skills
- Documented evidence of a clear criminal record
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**RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:**

- Teach students using the published Ohio Manual Skill Tasks Listing guidelines set by the State of Ohio Board of Health preparing them for the State Test for certification.
- Enforce and maintain proper classroom rules for discipline and management
- Work collaboratively and effectively with staff and students.
- Maintain a classroom environment conducive to effective learning within the limits of the resources provided.
- Assist with clerical work and maintain complete and accurate records
- Assist in caring for and securing classroom equipment and supplies
- Work with the Program Coordinator to set up clinical training when required in the program curriculum.
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulations and Board Policy
- Establish and maintain open lines of communication with students and their parent/guardian concerning classroom performance and behavior
- Utilize Board approved course of study as the basis for instruction
- Work under the guidelines of Penta's Mission Statement and goals
- Attend district and state professional development events
- Submit official transcripts to Board of Education Office upon hiring
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout his/her employment in the district
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Career Technical Director, Supervisor, or their designee(s)

**DEADLINE:** Open until filled. Submit letter of interest, application and résumé.

**APPLY TO:** Board of Education Office  
Penta Career Center  
9301 Buck Road  
Perrysburg, OH 43551