



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

STARTING DATE: July, 2017

REPORTS TO: Supervisor of Adult Education

WORK YEAR: Part time as scheduled

SALARY RANGE: \$20 per hour

QUALIFICATIONS INCLUDE BUT NOT LIMITED TO:

- Valid Ohio Licensed as a Registered Nurse (RN/BSN)
- Current "Train-the-Trainer" certificate or ability to obtain immediately
- Minimum of two years successful work experience in caring for elderly or chronically ill of any age; earned by working in a long-term care facility, geriatrics department, home health agency, or hospital providing care to chronically ill individuals.
- Ability to instruct adult learners
- Ability to communicate effectively in an adult education environment
- Dependable and flexible to various work schedules
- Highly motivated self-starter with excellent organizational skills
- Strong positive interpersonal and public relation skills
- Must work well in a cohesive team atmosphere
- Documented evidence of a clear criminal record

RESPONSIBILITIES INCLUDE BUT NOT LIMITED TO:

- Ability to instruct, retain and successfully prepare students for the State Test for Certification; using the Ohio Manual Skill Task Listing guidelines set by the State of Ohio Board of Health.
- Work with the Program Coordinator to set up clinical training when required in the program curriculum.
- Must be able to monitor supplies and materials, submit orders to the adult education secretary, track purchases, and stay within budgeted appropriations as determined by the Adult Education Supervisor.
- Maintain complete and accurate records as required by law, district policy and administrative regulation
- Actively assist in upholding and enforcing school rules, administrative regulation and Board Policy
- Remain free of any non-prescribed controlled substance or alcohol abuse in the workplace throughout employment
- Assume any other responsibilities as assigned by the Board of Education, Superintendent, Supervisor, or their designee(s)

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

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