

# **WARREN COUNTY PUBLIC SCHOOLS**

210 North Commerce Avenue Front Royal, Virginia 22630

Phone (540) 635-2171

## **CNA Part – Time Instructor Position Description**

**LOCATION:** Blue Ridge Technical Center

**JOB CATEGORY:** Part - Time

**PAY GRADE:** Miscellaneous Scale

**FSLA:** Non-Exempt

**IMMEDIATE SUPERVISOR:** High School Building Administrator(s) / CTE Director

### **GENERAL DEFINITION AND CONDITIONS OF WORK**

The Certified Nurse's Assistant (CNA) Instructor will instruct students according to the curriculum designed to assist students to build knowledge and clinical skills aimed at passing the licensing exam for Virginia CNA. Assist students in registering for the Virginia State CNA licensing exam. The instructor must possess the ability to work with students from different socioeconomic and educational backgrounds.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS**

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Maintains and respects confidentiality of student and school personnel information;
- Meets and instructs the students(s) in assigned locations and at the designated times;
- Assists and supervises students in their cooperative programs, occupational experiences, individualized projects, and career and/or technical student organization activities;
- Attends local and state sponsored workshops, conferences, and in-service activities;
- Develops school/business partnership activities;
- Works with business/industrial contacts in developing school and community activities, as appropriate;
- Develops curriculum and in-service activities for program improvement;
- Performs minor laboratory and equipment maintenance, which does not require a service technician;
- Inventories equipment, materials and supplies, and completes orders for approved purchases;
- Implements a classroom management policy that fosters a safe and positive environment for all students and staff;
- Ensures the adequate and safe supervision of students;
- Establishes and maintains a positive rapport with students;
- Motivates students to achieve maximum potential;
- Takes all necessary and reasonable precautions to protect students,

equipment, materials, and facilities;

- Models professional, moral, and ethical standards as well as personal integrity in all interactions;
- Takes responsibility for and participates in a meaningful and continuous process of professional development;
- Complies with and supports school and division regulations and policies;
- Maintains proper boundaries with students at all times, assuring respect for the ethical and legal duties in the staff-student relationship and the essential duty to serve as a role model;
- Provides a good role model of an educated professional in appearance, demeanor, dress and behavior;
- Assumes responsibilities outside the classroom as they relate to school;
- Maintains licensure/certification at the state and/or national level; assumes responsibility for professional growth and keeps materials, supplies, and skills up-to-date;
- Models non-discriminatory practices in all activities;
  - Performs related duties as assigned by the administrator(s) in accordance with the school/system policies and practices.

### **KNOWLEDGE, SKILLS AND ABILITIES**

Thorough knowledge of trade/subject(s) taught; thorough knowledge of secondary and career and technical educational principles, practices and procedures; thorough knowledge of the principles and methodology of effective teaching; thorough knowledge of school division rules, regulations and procedures; ability to establish and maintain standards of behavior; ability to deliver articulate oral presentations and written reports; ability to establish and maintain effective working relationships with staff, students, and parents.

### **EDUCATION AND EXPERIENCE**

Candidate must be (1) a graduate of an accredited college or university and possess OR be eligible to acquire appropriate license(s) with endorsement(s) in the trade and industrial education program subject area for position as required by the Commonwealth of Virginia and School Board OR (2) graduate from an approved teacher preparation program and possess a current state licensure or industry certification based upon the prescribed standard or examination, if applicable; and evidence of at least two years or 4,000 clock hours of satisfactory occupational experience within the past five years in the teaching specialty endorsement area OR (3) Technical Professional

License with an endorsement in a specialized trade and industrial education area.

Specific certification and/or experience may be required and/or preferred based on specific trade and/or subject area.

### **SPECIAL REQUIREMENTS**

Must possess demonstrated leadership qualities and personal characteristics necessary for working effectively with students, parents, staff members, administrators, and community members. Specific requirements and/or experience may be required and/or preferred based on specific trade and/or subject area. Candidate must possess good moral character and is expected to be a role model, in and out of the school.

### **PHYSICAL DEMANDS/REQUIREMENTS**

Duties performed typically in school settings to include: classroom, gymnasium, cafeteria, auditorium, laboratory, and recreational areas. Frequent walking, standing, lifting, up to approximately 30 pounds, and occasional lifting of equipment and/or weighing up to approximately 40 pounds may be required. Other limited physical activities are required. Travel with students on field trips and/or student job sites will be necessary. Vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, noise, and hazards. Occasional movement of students by wheelchairs and other mechanical devices may be required. Regular instruction to special needs students may be necessary. Daily personal and close contact with children to provide classroom management and learning environment support is required. Regular contact with staff members, building administrators and parents is required. Contact with parents and community contacts by phone and in person is necessary. Occasional contact with medical professionals may be required.

**EVALUATION**

The CTE Director will evaluate performance on ability and effectiveness in carrying out the above responsibilities.