



## NOTICE OF VACANCY

### Practical Nursing Instructor

**REPORTS TO:** Program Director/ Chair and Dean of Health Sciences

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Health Science (PN) Instructor will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The instructor, under the direction of the Program Director/Chair, is a multi-faceted position responsible for the preparation and maintenance of course outlines and objectives, instructs and evaluates students, reports progress, participates in the assessment process, supports the Program Director/Chair to ensure effective program operation, cooperates with the Program Director/Chair in periodic review and revision of course materials, and maintains appropriate expertise and competence through continuing professional development. The instructor is accountable to the Program Director/Chair and the Dean of Health Sciences for fulfilling the position responsibilities.

This position requires teaching program specific courses. As needed, the instructor may be assigned to teach in other qualified areas of instruction. The instructor will also be expected to participate in all normal faculty duties, including the summer program and student advising.

More specifically, the PN Instructor is responsible for but not limited to the following:

### DUTIES AND RESPONSIBILITIES

- Contribute to the growth and enhancement of the college, division, and program
  - Maintain familiarity with college, division, and program goals, mission, and long-range plans
  - Contribute to planning and development processes through appropriate mechanisms and channels
  - Participate in professional activities that contribute to the educational goals of the college, division, program, industry and community served by the college
  - Participate in the marketing, recruitment, and retention of students, faculty and staff
- Evaluate student learning
  - Help establish meaningful student learning outcomes for courses/program
  - Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning
  - Maintain accurate records of student progress and initiate academic and/or personal counseling as needed for students
  - Reinforce and encourage learner involvement in instruction
  - Assist with the development of standards for admission, progression, and graduation of students in the program
- Participate in college, division, and program activities
  - Serve on college, division, and program committees as assigned
  - Participate in college and other related activities that benefit the program, division, or college as a whole
  - Participate in meetings and events required by the college, division, and program administrators
  - Respond in a timely fashion to college, division, and program administrators requests

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; EEOC@msdelta.edu.*

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Establish and maintain effective working relationship with faculty, staff, and others
- Contribute to program planning: curriculum development/revisions, selection of equipment and supplies, textbooks utilized, etc...
- Participate in student advising activities
  - Participate in “Orientation Day”
  - Participate in Health Science orientation workshops if needed
  - Advise assigned students and help with advising needs of the college as assigned by supervisor
- Teaching performance expected
  - Teach a full course load appropriate to field or discipline
  - Demonstrate enthusiasm for teaching and learning
  - Plan and organize instruction in ways to maximize student learning and achieve program objectives and goals
  - Employ appropriate teaching and learning strategies to communicate subject matter to students
  - Modify, where appropriate, instructional methods and strategies to meet diverse student needs
  - Encourage the development of communication skills and higher order thinking skills through appropriate activities and assignments
  - Contribute to the selection, development, review, updates, and organization of instructional materials in accordance with course objectives
    - Course outline, PowerPoint, lab supplies and equipment, and other tools utilized
  - Develop, update, and post course syllabi in a timely manner
  - Manage classroom interactions
  - Maintain accurate records for each course taught and post any electronic tracking required
  - May serve as clinical coordinator or course leader as needed by program (position responsibilities available within the program)
- Support college, division, and program policies and procedures
  - Teach classes, labs, and clinical as assigned
  - Teach credit and/or non-credit courses within field or discipline as needed
  - Post and maintain regular office hours, in accordance with college policy
  - Maintain confidentiality of student, faculty, program, division, and college information
  - Substitute for other instructors within field or discipline if needed
  - Exercise stewardship of college facilities and materials
  - Record and provide attendance data in accordance with college policy and procedures
  - Maintain requirements specified by state and national accrediting agencies

## **MANDATORY QUALIFICATIONS**

- Bachelor’s Degree in nursing or Associate’s Degree in Nursing with 3 years clinical experience working as a RN or 2 years’ experience as faculty in a nursing/allied health program.
- Current, active and unencumbered licensure in the State as a registered nurse or nurse practitioner.

## **DESIRABLE QUALIFICATIONS**

- Master’s Degree in Nursing
- Community college teaching experience and appreciates the concept of the community College.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to make difficult decisions and properly respond to sensitive situations.
- Ability to multitask and possess initiative.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, and students.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Dedicated to and appreciate the concept of the community college.
- Demonstrated effective use of technology.
- Demonstrate mastery of subject matter
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that 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 to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

## **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. The noise level in the work environment is usually moderate.

## **TERMS OF EMPLOYMENT**

This is a Full-time, 12-months, Exempt, and Other Instruction (OI) position

## **SALARY**

The salary will commensurate with education and experience.

## **APPLICATION PROCEDURES**

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form
2. Unofficial College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website,  
<https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## **DEADLINE**

**Internal/External –August 20, 2025 at 5:00 p.m.**