



Coordinator - Certified Nursing Assistant Program

Department: Continuing Education and Workforce Development	Effective Date: 01/23/2015
Reports To: Director, Continuing Education and Workforce Development	Division: Continuing Education and Workforce Development
FLSA Status: Nonexempt	Job Status: Part-time
Salary Grade:	Job Classification: Support

Position Summary:

To coordinate and facilitate aspects of the Certified Nursing Assistant Program, on a part-time basis.

Essential Duties and Responsibilities:

The following are the functions essential to performing this job:

1. Act as a liaison between the instructors and the Program Manager.
2. Be aware of the Maryland Board of Nursing (BON) guidelines for the program.
3. Assist the Program Manager with the BON certification renewal.
4. Will be available for questions from instructors via email or phone, regarding rules, regulations, and policies of the program; and the BON guidelines.
5. Will assist instructors with any schedule problems.
6. Ensures that the Program Manager is fully aware of all issues that arise with any class.
7. Ensures that there are adequate supplies in the classroom, and that any paperwork needed for class is available (quizzes, exams, forms, teaching handouts).
8. Receives any changes made by the BON to the program and relates them to the staff.
9. Reviews any paperwork changes that may be a result of a BON change, before it is printed for instructors use.
10. Assists with contacting instructors for teaching opportunities in the upcoming schedule.
11. Oversees all classes to ensure all is running smoothly.

Required Minimum Qualifications:

1. Registered Nurse in the State of Maryland.
2. A minimum of two years of experience as a licensed nurse.
3. Must be able to receive approval by the Maryland Board of Nursing to coordinate the CNA course.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.