

FCC Job Description

Faculty Member, Nursing (Retention Specialist)	7/1/06, revised 7/01/10, 7/31/14
Salary Grade: Faculty Pay Scale	Eligible for Overtime: No

General Description of the Job

Faculty members are responsible for creating a premier, student-centered learning environment accessible to individual learners with diverse educational needs and goals.

Essential Functions

The following are the functions essential to performing this job.

1. Facilitate Student Learning.
2. Prepare, deliver, and assess learning activities that are consistent with Core Learning Outcomes.
3. Provide instruction using discipline-specific technology, educational standards of delivery, and a variety of methods of instruction.
4. Improve student learning by keeping abreast of advances in pedagogy.
5. Participate in review of curriculum process.
6. Actively engage students in critical thinking, meta-cognitive processes and interpersonal workplace skills.
7. Cultivate open-minded inquiry.
8. Encourage thoughtful, self-reflective assessment.
9. Promote cooperation and mutual respect among students.
10. Infuse multicultural and diverse perspectives into the instructional process as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.
11. Provide Service to the College and Community.
12. Serve on College and campus-wide committees.
13. Participate in departmental meetings.
14. Engage in activities which enhance the College's relationship to the community.
15. Participate in professional organizations.
16. Participate in peer evaluation processes and review of evaluation instruments.
17. Mentor new and junior faculty members.
18. Participate in Professional Development.
19. Seek out current developments and information within discipline.
20. Identify and implement, as appropriate, innovative pedagogical practices.
21. Strive to understand and use technology as it applies to pedagogical standards of delivery within the discipline, and as it is appropriate for the student population.
22. Apply technology or other skills to tasks designated by the administration and professional development opportunities.

Other Expectations

1. Provide classroom and clinical instruction, as needed.
2. Supervise student practice in clinical settings, as needed.
3. Remediate students who need extra assistance in lecture or clinical.
4. Review class materials with students based on need.
5. Schedule and post remediation times conducive to class schedules.
6. Provide review materials when needed.
7. Communicate and collaborate with nursing faculty in order to determine the needs and progress of students.
8. Develop inventive methods to relate subject matter and promote good study habits among students.
9. Provide remediation sessions for students on an individual or group basis.
10. Assist with the development and implementation of student remediation plans.
11. Maintain accurate documentation on students' needs, progress and success.
12. Maintain current knowledge of the NCLEX-RN and NCLEX-PN exams as well as current knowledge of course materials and academic policies.
13. Support the stated mission, policies, and procedures of Frederick Community College.
14. Attend Commencement, Convocation and meetings of the faculty called by supervisor.
15. Other duties as assigned.

Required Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

1. Experience working with diverse populations.
2. Excellent interpersonal oral and written communication skills.
3. Ability to work as an effective team member.
4. Ability to establish effective relationships with members of the community, students, fellow faculty members and college staff.
5. Ability to organize and prioritize work, attend to details, and work in a team oriented setting.
6. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

Qualification Standards (Specific to this faculty assignment)

1. Master's Degree in Nursing required.
2. Current Maryland RN licensure in good standing required.
3. Two years recent clinical experience in Medical-Surgical Nursing required.
4. Two years teaching experience in a classroom and clinical setting preferred.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Supervisor or supervisor's designee performance feedback (teaching observation and/or student evaluation review).
2. Peer evaluation process.
3. Student evaluations.
4. Essential functions of the job description.

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