

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: Instructional Associate - Nursing Academic Success

BASIC FUNCTION: Under the direction of the Director of Nursing, or designee, provide instruction and assistance to prospective and enrolled nursing students; develop educational plans and activities to support the nursing curriculum while developing techniques for early detection of at-risk students. Identify and assist current at-risk students by providing them with resources and closely monitoring students' progress; monitor pre-nursing and nursing students to identify potential at-risk students early in the course curriculum and take measures to assist them to make marked improvement before the end of their course work.

REPRESENTATIVE DUTES:

Conduct admission assessment testing and other testing to determine specific areas of strengths and weakness and identify learning difficulties. (E)

Collaborate with nursing faculty and counseling personnel to prevent/reduce the number of at-risk students by identifying struggling students near the beginning of the course. (E)

Provide special assistance for skills development, including workshops, peer tutoring, small group study sessions, and technology-based resources. (E)

Devise and implement (in collaboration with nursing faculty) a tracking system to reflect a student's progress while in the student success program. (E)

Promote measures to prevent/reduce the number of at-risk students via collaboration with nursing faculty during course sessions. (E)

Design in collaboration with lab personnel, a self-scheduling and tracking system for students using laboratory services. (E)

Collaborate with nursing faculty and the Director of Nursing to gather learning enhancement resources to aid students in grasping course content and in receiving practice questions for the required licensure examination (E)

Assist students in developing and completing an individualized plan success. (E)

Monitor the utilization of the individualized success plan at the conclusion of each session in order to identify at-risk students. (E)

Design and implement a Nursing Student Success algorithm. (E)

Develop/monitor peer tutoring program. (E)

Assist Information Technologies to create and keep current a pre-nursing comprehensive packet/website to include information regarding pre-nursing course sequencing, pre-requisite courses, the application process, and resources for future academic success. (E)

Assist and work with students that have learning or comprehension issues. (E)

Serve as a liaison with the Student Success Center and other college departments (as applicable) to conduct information sessions for pre-nursing students to review the information packet and to inform students of available college support services. (E)

Organize students with academic coaching, counseling, and other college resources. (E)

Develop and provide students with on-line resources and other technology based references. (E)

Assist key college stakeholders to develop a long-term plan for pre-nursing students. (E)

Develop strategies to assist students with successful completion of required examinations. (E)

Assist in identifying, developing, and communicating external financial aid and internship opportunities to students; as well as inform current and prospective students of available District resources. (E)

Develop strategies for students to more easily articulate to the bachelors and/or masters levels within nursing. (E)

Present nursing curriculum to groups of students in a manner consistent with the department's standards and with the content cited in the approved curriculum; follow the instructional policies as outlined by both the college and the nursing department. (E)

Participate on nursing committees and in departmental activities as requested. (E)

Act as a contact person for international nursing students; assist with cultural or language barriers when necessary; assist the completion of orientation prior to entering the clinical setting. (E)

Perform related duties as assigned. (M)

KNOWLEDGE OF:

Laws, rules, and regulations related to specific field of specialty

Record-keeping and reporting skills

Correct English usage, grammar, spelling, punctuation, and vocabulary

Oral and written communication skills

Interpersonal skills

Nursing, computer operations and basic academic skills

Instructional methods and techniques

Program development skills

Computer assisted instruction, word processing software, and network applications

Diverse academic, socioeconomic, cultural, disabilities and ethnic backgrounds of community college students

ABILITY TO:

Provide instructional assistance to students in nursing

Develop lesson plans and activities to implement curriculum

Operate instructional computers, software, and audio-visual equipment

Evaluate student needs and recommend appropriate instructional materials and plans

Communicate effectively both orally and in writing

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

Meet schedules and timelines

Plan and organize work

EDUCATION AND EXPERIENCE: Any combination equivalent to: a bachelor's degree in math, science, nursing, or related field and two years of full-time experience in adult-level skills development programs.

ENVIRONMENT:

Classroom, laboratory, and/or office environment

PHYSICAL ABILITIES:

Hearing and speaking to exchange information and make presentations

Seeing to read a variety of materials

Dexterity of hands and fingers to operate to computer keyboard

Sitting or standing for extended periods of time

Reaching overhead, above the shoulders and horizontally