



INTENT TO EMPLOY

Posting Date: August 18, 2021

Closing Date: September 8, 2021

Revised Date: August 20, 2021

POSITION: Instructor, Nursing (One or more positions)

POSITION AVAILABLE: October 2021

REQUIRED QUALIFICATIONS:

- Master's Degree in Nursing from a regionally accredited institution
- Current, valid unencumbered RN license in the State of Alabama
- Three (3) years of full-time clinical work experience as an RN

PREFERRED QUALIFICATIONS:

- Teaching experience in a post-secondary Nursing program
- Experience in concept-based curriculum
- Experience in developing/teaching courses via distance learning technology
- Knowledge of state and national accreditation requirements

SALARY SCHEDULE PLACEMENT: Range of \$43,058 - \$84,194, based upon the Alabama Community College System and Shelton State Community College Salary Schedule D-1 to be determined by the applicant's education and years of applicable experience. This is a nine-month position with summer teaching availability dependent upon enrollment. Applicant acknowledges that if selected for the position that applicant's placement on the applicable salary schedule will be dependent upon the verified information provided by the applicant in accordance with the applicable work experience verification requirements stated herein.

DUTIES AND RESPONSIBILITIES:

- Demonstrate effective communication skills
- Function in accordance with the philosophy, rules and regulations of the college, nursing programs, and area clinical agencies
- Design each course and deliver each class in clinical practice, simulated laboratory, and nursing theory to ensure an effective learning experience
- Develop, implement, and teach courses using distance learning technology (i.e., internet, course management system, etc.), video courses, and courses taught via other non-traditional delivery methods as required
- Maintain a high level of competence and expertise in clinical practice
- Incorporate current teaching techniques, subject area developments, and technology (if applicable) into the learning experience
- Plan clinical rotation schedules to meet student-learning outcomes
- Provide simulated laboratory, clinical and/or theory instruction in accordance with approved course outlines
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student

- Maintain necessary attendance, scholastic, and personnel records and submit all reports according to announced deadlines
- Prepare and grade assignments, projects, and examinations as required
- Submit to the Director a course plan for each course taught
- Participate in the planning of effective long-range goals for the department
- Demonstrate effective interpersonal skills
- Demonstrate responsible work ethic (i.e., preparation and punctuality) with administration, faculty, staff, and students
- Assist with developing and managing of a departmental budget in support of the Annual Plan
- Maintain good working relationship with area clinical agencies and co-workers
- Collaborate with teaching teams in curriculum development, implementation, evaluation, revision, syllabi review, classroom, and clinical instruction
- Accept teaching assignments which may include day, evening, and weekend classes as well as off-campus sites
- Participate in recruiting for Nursing Department
- Serve as an academic advisor to assigned students
- Participate in scheduled college and departmental meetings
- Demonstrate commitment to maintaining nursing accreditation standards
- Post and maintain regular office hours in accordance with prevailing policy
- Participate in discussions and meetings about curriculum, teaching-learning techniques, and teaching materials
- Demonstrate commitment to:
 - a. improving student retention and success
 - b. challenging and cultivating student achievement beyond the classroom
 - c. supporting a diverse population of learners
 - d. working in a participatory and collegial setting
 - e. supporting continuous improvement of curricula and services
 - f. using technology and other innovative approaches to enhance the teaching/learning process
 - g. participating in professional growth activities
- Function as a faculty advisor to student organizations
- Comply with policies of the Alabama Community College System and the College
- Participate on division/college committees, teams, and task forces as required
- Participate in professional development, compliance, performance excellence, and training activities as required
- Participate in college events and functions
- Perform other duties as assigned by supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense for all in-person interviews.

APPLICATION REQUIREMENTS: A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ Copies of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned that demonstrate that the applicant meets the educational requirements for this position. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.
- ✓ Copy of current, valid unencumbered RN license in the State of Alabama.

Application materials must be mailed, emailed, or hand delivered to:

Office of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272.

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **September 8, 2021, at 5:00 p.m.** Incomplete or late application packets will eliminate the possibility of an interview.

**IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:**

Meeting Minimum Requirements: If the requirements for a position list work experience in a field or area the Applicant must provide written verification(s) of their applicable work experience in order to be hired for the position. Such written verification(s) of work experience must demonstrate that the applicant meets the minimum work experience requirement. Applicants who do not produce this information as indicated will be ineligible for hire and subject to having any offer of employment withdrawn.

Salary Calculation: For all positions on all Salary Schedules, the salary amount for the selected applicant is determined by step placement on the applicable schedule. Step placement is dependent upon the following: (a) all work experience in public education in Alabama and (b) all other work experience outside of public education in Alabama that, in the sole judgment of the College, directly relates to the requirements of the position. The applicant selected for the position must provide written verification(s) of this work experience within the time provided herein if such experience is to be considered in determining their initial step place on the Salary Schedule.

Format for Work Experience Verifications: Work experience verifications should be in the form of verification letters from employers and must include complete employment dates, job title(s), job duties, and an indication whether such employment was full-time or part-time, and if part-time, the average number of hours worked each week. The letters should be on official letterhead and contain an authorized personnel signature. The College's official employment verification form is also acceptable and is available upon request. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an

applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. However, such documentation is generally insufficient for salary calculation purposes if job duties are not self-evident in the documentation.

Deadline for Producing Work Experience Verification: With limited exception, work experience verification documentation must be produced prior to any official offer of employment. Work experience verification from a current employer may, upon request, be delayed until an official offer of employment. Any offer of employment at a salary step greater than zero (0), or made without prior verification of any required work experience, is contingent upon production of this documentation by the applicant within ten (10) days of the offer.

It is the applicant's sole responsibility to provide this verification of work experience. The College is not responsible for any cost associated with such verifications.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Shelton State Community College will make reasonable accommodations for qualified disabled applicants or employees.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.