



Instructional Coordinator – Practical Nursing

Location: Clarendville Campus

Job Opening ID: 11074

Temporary, Full-time

Commencing: As soon as possible until December 21, 2024

Deadline to Apply: Open until filled

PUBLIC POSTING

DUTIES: College of the North Atlantic's Clarendville campus is currently seeking applicants to be part of an exceptional faculty team. The role of the Instructional Coordinator is one of instructional leadership, liaison, and support. The Instructional Coordinator provides leadership and support to the instructional team and students, and works in partnership with faculty, campus administration, the Dean of Health Sciences, the Centre for Nursing Studies, and the Regional Health Authority to ensure the delivery of quality programming and services to students. The Instructional Coordinator will coordinate faculty orientation activities and participate in student registration and orientation; coordinate scheduling of teaching assignments, the allocation of classrooms and labs, and the development of exam schedules; identify and resolve student concerns, student recruitment and admissions challenges, and attendance, progress, and evaluation issues; provide academic advising services to students; assist with program accreditation, program review, and program development activities; coordinate activities such as the requisitioning of materials and supplies; serve on appropriate campus and program committees; identify and resolve program issues related to curriculum and instruction delivery; and assist in the identification and recruitment of qualified staff for hard-to-fill instructional positions. The Instructional Coordinator will be expected to provide classroom and lab instruction, and occasional clinical instruction where (s)he will facilitate learning; incorporate their own teaching style to existing lesson plans; ensure the planned curriculum for each course is delivered; prepare and implement various instructional strategies and learning modules to achieve specified learning outcomes; establish student performance objectives and evaluation methods; communicate effectively at a level appropriate to the ability of students and provide an emotionally safe learning environment that is conducive to learning; and maintain appropriate classroom discipline following College policies and procedures. Other related duties consistent with providing and maintaining quality student-centered instruction will be required.

QUALIFICATIONS: We are seeking candidates who have completed their Master of Nursing Degree with at least five (5) years of recent nursing experience, preferably with experience in a leadership/coordinating role. Candidates must demonstrate extensive knowledge of the subject area, particularly as it relates to practical nursing. An understanding of current teaching and learning methods used in post-secondary education to maximize a student's learning experience would be preferred. Well-developed communication skills, critical thinking/analytical and problem solving skills, interpersonal skills, and organizational skills will be essential in this role. Candidates must also be able to demonstrate a strong commitment to student success strategies and initiatives as well as the ability to establish and maintain effective working relationships with key stakeholders. Being able to work effectively and collaboratively as a team leader is also expected. The successful applicant must be registered with ARNNL prior to commencing employment.

COMPENSATION PACKAGE:

- Salary is commensurate with qualifications and experience in accordance with College of North Atlantic's Faculty Collective Agreement
- Coordinator's bonus of \$3,000 per annum
- Public Service Pension Plan
- Group insurance benefits
- Generous annual leave (4½ days for each month of service in an academic year)
- Sick leave benefits
- Other benefits in accordance with college policy and the faculty collective agreement

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca/careers. Verification of credentials/transcripts and the names and contact information of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Robert Adams, Human Resources Consultant at robert.adams@cna.nl.ca or by phone at (709) 758-7055.