

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: ROP Instructor – Certified Nursing Assistant-Home Health Aide

DEFINITION

The instructor will have the immediate responsibility for the development, implementation, management and teaching of a curriculum which will qualify completing students for certification as a Certified Nursing Assistant-Home Health Aide. Training will be provided in a long-term care facility and/or a community site under the immediate supervision of the certificated instructor.

DIRECTLY RESPONSIBLE TO

Principal or Designee

SUPERVISION OVER

None

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Annually prepares and submits a course of study including program objectives, student performance objectives and daily lesson plans; provides related instruction and supervises student training in an extended care hospital; annually prepares and submits a program budget and is responsible for making requests for materials and supplies not to exceed the amount and types of expenditures set forth in the approved budget; at the completion or termination of a student's training, submits a report of the total number of hours of training the student received and the related skills achieved; assists in student placement activities; accurately and punctually submits to the director all forms and information needed for attendance accounting and grade reporting; establishes an advisory committee to include representatives from long-term care facilities; acute care hospitals, home health agencies, and other agencies which provide health care, and holds a minimum of one meeting of this committee during each school year; attends staff meetings and other meetings as shall be required by the director; provides effective liaison between the Sacramento County ROP and health care facilities and agencies; performs other duties related to this position as shall be requested by the director, the principal, and the program coordinator; observes and abides by the administrative policies for credentialed personnel as set forth by the Sacramento County Office of Education.

MINIMUM QUALIFICATIONS

Education, Training, and Experience

Be currently licensed to practice as a Registered Nurse in California; have at least one full year of full-time experience providing direct patient care in a long-term care facility and one year of experience providing home health care. Have or qualify for a California Designated Subject Vocational Teaching Credential authorizing instruction in Nursing Services.

To qualify for a vocational credential, the minimum requirement is verification by previous employers of five years of full-time, paid or non-paid, work experience directly related to each subject to be named on the credential. Forty-eight semester units or post-secondary vocational training related to the subject named on the credential and verified by official transcript may be substituted for a maximum of two of the five years of experience. One year of the required work experience shall be within the three years immediately preceding the issuance of the credential.

The instructor also must meet the approval process by the Department of Health Services which includes one year of experience providing direct patient care in a long-term care facility in addition to one (1) year of experience in planning, implementing, and evaluating educational programs in nursing; and Director of Staff

Development (DSD) certified or proof of DSD eligibility.

Knowledge, Skills, and Abilities

Knowledge of effective instructional methods and techniques used to develop employable skills in nursing assistance-home health occupations; attitudes needed for achieving personal success in nursing assistance-home

health occupations; sources of instructional materials and information concerning nursing assistance-home health occupations; current operating and safety practices of the nursing-home health industry. Ability to effectively use audio-visual and other teaching aides; develop student performance objectives; identify student with learning handicaps and disabilities and to assist the students in getting the help needed for the remediation of the handicap(s) or disability(ies); supervise in training activities.

Other Characteristics

Prefer familiarity with California State and Federal Regulations pertaining to Certified Nursing Assistant and Home Health Training. Possession of a valid California driver's license and/or be able to provide own transportation in conduct of work assignments.

January 2006