



## **NURSING AIDE TRAINING PROGRAM COORDINATOR PART-TIME POSITION**

### **JOB DUTIES AND RESPONSIBILITIES:**

1. Meet all scheduled class/lab/clinical hours and provide instruction in accordance with the philosophy and objectives of the college and the Director of Nursing and Allied Health's approved course outline.
2. Develop the Nurse Aide Training Program (NATP) budget.
3. Oversee the development, implementation, assessment, and evaluation of the program.
4. Secure and supervise the appropriate number of qualified instructors including RN, LPN and ancillary instructors who provide classroom, laboratory and clinical instruction to students.
5. Secure appropriate classroom and clinical facilities.
6. Ensure students are oriented at each clinical facility.
7. Ensure that each student is identified as a student in a manner easily recognizable to clients, family members, visitors and staff.
8. Plan for classroom, laboratory and clinical learning experiences.
9. Secure and manage written agreements between the administration of the program and outside providers of clinical and testing resources.
10. Report to the Board of Nursing, by means established by the Board of Nursing, the names of all individuals who have satisfactorily completed the training program within 30 days of program completion.
11. Provide for the safekeeping of a system of permanent records and reports essential to the operation of the program for a minimum of two years, which shall include, but not be limited to the following:
  - Implement a skills checklist that demonstrates satisfactory performance of all required skills for each student
  - Maintain student records such as attendance test scores, etc.
  - Maintain instructor records such as license, resume, and training
12. Submit annual report to the Board of Nursing.
13. Develop written policies for admission to, dismissal from, and completion of the program.
14. Provide for a systematic plan to evaluate the program.
15. Assist evaluators who conduct State exams at Otero College, as we are a Regional Test Site.

### **MINIMUM QUALIFICATIONS:**

- Active, unencumbered professional nursing license.
- 2 years (4,000 hours) of nursing experience caring for the elderly and/or the chronically ill of any age of which at least one (1) year must be in the provision of services in a long-term care facility, within the last 5 years

- Completion of a course in teaching adults, documented experience in teaching adults, or 1 year of experience managing nurse aides.
- Active CTE Credential or willingness to obtain.

**PREFERRED QUALIFICATIONS:**

- Bachelor of Science in Nursing
- Experience teaching nursing at any level

**COMPENSATION:**

\$40.00 - \$50.00 per contact hour depending upon experience, up to 28 hours per week.

**APPLICATION INSTRUCTIONS:**

For consideration, an applicant file must contain:

1. Cover letter that addresses the minimum and preferred qualifications
2. Resume
3. Copies of transcripts (A.A., B.A., and M.A.) (Official transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.
4. Names, addresses, and phone numbers of 3 professional references

Please submit the application file to:

Kelsey Barbee  
 Director of Human Resources  
 Otero College  
 via email at [kelsey.barbee@otero.edu](mailto:kelsey.barbee@otero.edu)  
 719 384-6824

**Application Deadline:** Open Until Filled- priority will be given to applications received by July 25, 2025

**Applicants must submit to and pass a background check before an offer of employment can be extended.**

**\*\*Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.\*\* \*\*Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. \*\***