



Job Title: Nursing Senior Instructional Specialist

CLASSIFICATION DESCRIPTION

Department: New Initiative Program

Pay Grade: 109

FLSA Status: Exempt

Remote Work Eligible: No

JOB SUMMARY

This position develops and maintains tutoring support lessons and materials for courses and promotes tutoring services. Responsibilities may include: developing resource materials for tutors; tracking tutoring services; training less experienced tutors; specializing in unique tutoring services (e.g., learning disabilities); and performing the duties of the assigned workers.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Provides support for students in their academic endeavors including: assisting with understanding critical thinking; providing guidance with organization, prioritizing, and time management skills; preparing students for testing; and customizing and individualizing instructional support.
- Develops, organizes, and maintains instructional support lessons and materials for part-time tutors; mentors them in how to break down and simplify complex concepts.
- Develops ways to teach all types of learners adding hands-on materials and adapting visual to auditory approaches or visa/versa.
- Develops collaborative educational plans for at-risk students; updates and maintains student records; communicates regularly and in a timely fashion with involved faculty and staff on student progress and on-going student needs.
- Collects data and tracks progress.
- Promotes workshops and tutoring; makes room reservations; creates invitations; and organizes content and schedules.
- Acts as a positive role model; serves as a reliable source to troubleshoot/navigate any issues that arise as needed.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Prepared: February 2023

Associate degree; two (2) years of related work experience including clinical experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Pathophysiology;
- Pharmacology;
- Medical-surgical nursing;
- Nursing principles;
- Educational plans and material development principles;
- Education principles and practices;
- Basic training principles;
- Recordkeeping principles; and
- Computers and related software applications including Microsoft programs, Zoom, etc.

Skills in:

- Mentoring;
- Tutoring;
- Educating others;
- Communicating, both verbally and in writing;
- Developing and delivering programs and presentations;
- Maintaining an appropriate learning environment;
- Maintaining records;
- Providing feedback;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned workers, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Work with people from diverse backgrounds and ethnicities;
- Work with at-risk students; and
- Effectively communicate with both faculty and students.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

Registered Nurse (RN) License (licensed to practice in Florida).

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	<u>X</u>
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<u>X</u>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>

Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<u>X</u>	Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.	<u>X</u>	Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.	<u>X</u>	Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.