

## WAYNE COUNTY SCHOOLS CAREER CENTER

### JOB DESCRIPTION

- TITLE:** Adult Education Practical Nursing (AEPN) Tutor
- JOB SUMMARY:** In the performance of these duties, the Adult Education Practical Nursing (AEPN) Tutor will work with the Nursing Coordinator and be responsible to the Supervisor of Career Tech and Nursing.
- QUALIFICATIONS:** Must hold a current LPN or RN license. Demonstrated ability to individualize academic intervention and track effectiveness of intervention activities is essential. Experience working in the field and the ability to work independently is preferred.
- REQUIREMENTS:** 1) BCI and FBI criminal records results less than one-year old must be submitted prior to initial employment and as required thereafter. 2) A negative result on a TB test completed within 90 days of employment may be required.

### PERFORMANCE CHARACTERISTICS:

Work independently with minimal direction.

Establish and maintain effective working relationships with co-workers.

Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information.

Act as an ambassador for the Wayne County Joint Vocational School District.

Promote public relations and deal tactfully and diplomatically with people.

### GENERAL DUTIES:

1. Operate the copying, duplicating, and other office machines.
2. Prepare communications and correspondence.
3. Route materials to appropriate staff members.
4. Prepare and maintain a variety of records, documents and reports.

### ESSENTIAL DUTIES:

1. Provide review, remediation, and tutoring assistance to adult education nursing students.

2. Provide tutoring and/or supplemental instruction for nursing coursework to include reading, interpreting, and reviewing materials for homework assignments and tests.
3. Provide instructional support in the lab setting as needed.
4. Appropriately analyze, interpret, and act upon existing test data.
5. Work with nursing instructors on measuring student achievement.
6. Effectively manage tutoring

OTHER:

1. Perform other duties as requested by the Supervisor of Career Tech and Nursing or other members of the Administrative Team.
2. Cover for and assist other administrative assistants as assigned by Administrative Team, therefore cross-training and ongoing professional development will be important.
3. Support and implement Board adopted policies, administrative rules and regulations, safety policies, procedures and programs.
4. The employee shall remain free of any alcohol or nonprescribed controlled substance in the workplace throughout his/her employment in the District.
5. In the implementation of these duties, the Adult Education Practical Nursing (AEPN) Tutor may be at risk for exposure to bloodborne pathogens and is subject to the District Bloodborne Pathogen Control Plan