



Illinois Department of Financial and Professional Regulation

Division of Professional Regulation

NAME OF EDUCATIONAL INSTITUTION:	Morton College
POSITION:	Adjunct Faculty – OB Nursing
RESPONSIBILITIES:	<p>Instructing students in theory and clinical for associate degree nursing students.</p> <ul style="list-style-type: none">• Utilize departmental syllabus template, approved textbooks, rubrics and supplemental course materials. Follow Lead instructor instructions regarding course.• Submit personalized course syllabus to Director’s Office in electronic format one (1) week prior to course start date.• Distribute and review comprehensive course syllabus to students no later than the first week of the course.• Receive, understand, and follow Course Data Form as distributed by Director’s Office.• Adhere to printed course schedule meeting times and locations.• Obtain prior approval for any substitute teachers or guest speakers from Director’s Office.• Maintain grade book in electronic or hard copy format.• Take and record student Attendance each day.• Submit accurate and certified Tenth (10th) Day Attendance Verification and Mid-Semester Class Roster or other report to Director’s Office• Give final exam at the time and date indicated on the college’s Final Exam Schedule.• Attend adjunct meetings when available• Respond to e-mails from students, staff, and college administrators in a timely manner while classes are in session using assigned college designated e-mail.• Check assigned college mailbox regularly.
MINIMUM QUALIFICATIONS:	<p>MSN in Nursing and at least one year of teaching experience in a hospital setting and/or college setting. OB experience.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
PREFERRED QUALIFICATIONS:	Doctorate in Nursing or Education. Bilingual in Spanish.
TO APPLY:	Please apply via this link: http://careers.morton.edu/postings/866