



Portage Lakes | Career Center

Date Posted: February 4, 2025 **Posting Deadline:** Until Filled

Positions: Adult Education CNA (formerly STNA) Primary Instructor

Reports to: Director of Career Technical Education

Starting Date: August 2025

Work Period: 3:00 p.m. – 6:00 p.m. Monday through Thursday
August 2025 – May 2026 (with additional hours as needed for clinicals)

Classification: Certified

Salary: \$37.50 per hour

Benefits: None

Principal Duties: Teach Adult Education CNA Program

Minimum

Qualifications: Valid, current Ohio RN License. Appropriate Ohio Department of Education Certification/Licensure (or eligible to obtain). Train the Trainer Certification from ODH (or willing to obtain). Ability to develop and maintain employment opportunities for students through relationships with area businesses. Possess certifications appropriate to the subject area. Two years' experience as RN. Excellent written, communication, and listening skills. Pass BCI & FBI records check and/or any other district pre-employment requirements.

Other Pertinent Information: Proven ability to deal effectively with adult education students. Knowledge of career and technical training.

Apply to: Application may be made by forwarding a letter of interest via email to employment@plcc.edu or via US Mail to:

**Office of the Superintendent
Portage Lakes Career Center
4401 Shriver Road
Uniontown, OH 44685**

Equal Opportunity: The Portage Lakes Joint Vocational School District is an equal opportunity educational institution. Employment and educational programs are offered without regard to race, color, religion, national origin, gender, disability, military status, ancestry, age, genetic information or any other legally protected characteristic and provide equal access to the Boy Scouts and other designated youth groups. The district prohibits harassment of individuals in any form. Any alleged act of discrimination or harassment should be referred to Mr. Gregg Clark, Compliance Coordinator, at 330-896-8200.



Portage Lakes | Career Center

JOB DESCRIPTION **CNA (Formerly STNA) Primary Instructor**

Reports To: Assistant Superintendent

FLSA Status: Exempt

Qualifications:

1. Must hold a valid, current Ohio RN license.
2. Must have at least two (2) years' experience as an RN.
3. Holds or willing to obtain a valid Train the Trainer Certification from the Ohio Department of Health.
4. Be eligible to obtain a one-year state license based on documented work experience
5. Valid driver's license
6. Computer technology skills as necessary for the position
7. Good health, attendance, and high moral character
8. Ability to establish and maintain effective working relationships with teachers, students, fellow employees, and the community
9. Pass BCI and FBI records check and/or other district pre-employment requirements
10. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

Essential Functions:

Essential functions may include any of the following tasks:

1. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
2. Help instill in students the belief in and practice of ethical principles and democratic values
3. Must be able to actively participate and monitor clinical experiences
4. Develop and use a course syllabus
5. Develop and implement overall program curriculum based on approved courses of study, industry-based credentials, and prevailing occupational standards
6. Specific focus on NATCEP curriculum, ADLs, infection control, and patient care
7. Participate in developing the instructional program including writing courses of study, selection of instructional materials, preparation of daily lessons, and evaluations of student progress
8. Supervise the record-keeping and grading process for students
9. Use appropriate technology to enhance the teaching and learning process
10. Develop and administer an effective safety program ensuring the safety and security of the classroom, instructional materials, and instructional equipment
11. Assist with career guidance and job placement for students; promote good work habits and attitudes in employer/employee relationships
12. Participate in at least one yearly Advisory Committee meeting and continue to develop outside network of potential employers and advisors
13. Develop program budget requests in cooperation with the Assistant Superintendent

14. Provide leadership to the program through professional development and participation in professional organizations
15. Maintain inventories of supplies and equipment as requested
16. Complete reports as required
17. Participate in program development committees as needed
18. Perform other duties as requested by district administrators

Working Conditions:

Working conditions may include any of the following:

1. Use of keyboards, email, and exposure to computer screens
2. Use of specialty software including an LMS
3. Possible exposure to body fluids
4. Possible exposure to sharp instruments
5. Possible exposure to airborne particles
6. Possible exposure to inclement weather during travel
7. Light physical exertion in moving items, lifting, and reaching