

**Job Title:** Instructor, Certified Nursing Assistant  
**Terms:** Region 10 Teachers Association Contract  
**Salary:** Commensurable with Experience and Education  
**Reports to:** Superintendent/Director  
**Evaluation:** Evaluated annually by the Superintendent/Director of Region 10 Technical High School

#### **QUALIFICATIONS**

- Bachelor of Science in Nursing
- Maine Registered Nurse License
- Two years nursing experience, including one in long-term care
- DHHS Train the Trainer Certification, or the ability to obtain
- Must be eligible for provisional Certification and CTE Endorsement
- Successful Maine background check
- Criminal History Records Check (CHRC)

#### **JOB GOALS:**

To provide a curriculum-based instructional program focused on safety, patient care, and the entry-level knowledge and skills required to perform basic nursing assistant duties in a variety of healthcare settings based on Maine Board of Nursing standards. Also serves as lead clinical instructor and supervisor for students participating in clinical placements by reinforcing professional standards, ensuring compliance with health and safety regulations, monitoring student performance, and supporting the development of clinical skills, professionalism, and ethical practice. Upon successful course completion, students are eligible to take the Maine state-approved Certified Nursing Assistant (CNA) certification examination.

#### **PERFORMANCE AREAS:**

- Develop, implement and/or refine a program curriculum and scope-and-sequence based on appropriate, relevant standards and goals, including unit, instructional, and assessment plans. This will necessitate cooperation between the Instructor and a Program Advisory Committee of industry leaders.
- Develop lesson plans and deliver instructional activities that facilitate learning in accordance with the program curriculum inclusive of both classroom and clinical sites.
- Establish and communicate clear objectives for all learning activities/lessons.
- Provide a variety of learning materials and resources for use in education activities.
- Differentiate program content, processes, assessments, and products to meet the needs of individual learners.
- Use technology proficiently to enhance student learning and fulfill requirements of the job.
- Instruct and monitor students in the use of learning materials and related equipment.
- Use relevant technology to support instruction, and to develop and maintain appropriate documentation of student records.
- Stay up to date on new techniques and industry standards, and implement necessary changes to curriculum, instruction, and assessment plans.
- Maintain shop equipment in accordance with appropriate procedures, OSHA compliance and other applicable professional industry standards.
- Educate students to maintain and follow all compliance standards for safety and health requirements.
- Provide students with feedback that improves learning.

Updated:  
02/2026

- Communicate effectively with students, parents, colleagues and administration.
- Actively participate in professional learning with colleagues and administration to improve daily instruction.
- Assist in the development of the annual program budget, and assure compliance with budget guidelines by establishing priorities and maintaining accurate records.
- Coordinate orientation and learning opportunities for Foundations of Technology students with other Region 10 program instructors, and monitor those students in each.
- Perform other assigned duties as needed.

**LEGAL and ETHICAL DUTIES:**

- Maintains confidentiality in compliance with Families Education Rights and Privacy Act (FERPA)
- Follows established health and safety procedures
- Arrives punctually, notifying appropriate personnel about absences and coverage
- Demonstrates loyalty, dependability, integrity and other ethical standards

**ESSENTIAL JOB FUNCTIONS:**

- Reads with comprehension; writes effectively; and calculates accurately
- Communicates effectively both orally and in written form
- Concentrates on completion of job details when there are distractions
- Work under pressure to successfully meet deadlines
- Follows and understands policies, procedure and related job information

**NOTE**

The above job description reflects the general requirements necessary to describe the principal functions and responsibilities of the job identified, and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

Region 10 Technical High School does not discriminate on the basis of race, age, color, ancestry or national origin, religion, sex, sexual orientation, genetic information, or physical or mental disability in admission to, access to, treatment in, or employment in its programs and activities.