



Human Resources & Legal Services

6700 Browns Lake Road

Jackson, MI 49201

517-768-5200

P L E A S E P O S T

**INSTRUCTOR- CERTIFIED NURSE AIDE
ADULT CAREER ENRICHMENT PROGRAM
PART-TIME**

Date Posted: September 24, 2025
Closing Date: October 8, 2025 or until filled
Anticipated Start Date: As soon as possible
Working Hours: Evenings; 4-9pm

Summary: Develop curriculum and lesson plans appropriate for adult learners learning the skills and knowledge required to pass the State of Michigan certified nurse aide competency evaluation exam. Assign grades and assess students throughout the program.

Essential Duties and Responsibilities: *Work is performed under the general supervision of administration. An employee in this position may be called upon to do any or all of the following (does not include all tasks employee may be expected to perform):*

1. Teach the approved curriculum and assure that it is delivered.
2. Plan a program of study that meets the individual needs, interests and abilities of adult learners.
3. Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the adult students.
4. Teacher curriculum by using clear objectives.
5. Assess the accomplishments of adult students on a regular basis and provides progress reports.
6. Maintain accurate, complete and correct records as required by law and district policy.
7. Maintain and cares for facilities, equipment and inventory; and notifies appropriate administration of the need for outside maintenance.
8. Regular and predictable in-person attendance is required for this position.

Supervisory Responsibilities: Supervises the adult students.

Qualification Requirements: *To perform this job successfully, an individual must be able to perform each essential job function satisfactorily. The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions.*

Education and Experience:

- Registered Nurse (RN) with a minimum of 2 years' experience
- Minimum one year working in a long-term care or hospice care setting as an RN.
- Preference given to those who have taken the Train the Trainer course.
- Experience in teaching or employee training is preferred.

Certifications, License: Must apply for CNA instructor credential with the state, within a week of hire

Language Skills: Ability to read, write and effectively present information.

Mathematical Skills: Ability to work with mathematical concepts, such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Other Skills and Abilities: Ability to apply knowledge of current research and theory to instructional program; ability to plan and implement lessons based on division and school objectives and the needs and abilities of students to whom assigned. Ability to establish and maintain effective relationships with students, staff and parents, skills in oral and written communication.

Physical Demands: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools, or controls. The employee is occasionally required to lift and/or push up to 50 lbs. The employee is occasionally required to reach with hands and arms and continuously will repeat the same hand, arm or finger motion many times as in typing. Specific vision abilities required by this job include close vision, and depth perception.

Work Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate to loud and is acceptable to this environment.

Pre-employment Screening: Applicants who receive a conditional offer of employment for a position with JCISD will be required to successfully complete a background check, a pre-employment physical to determine ability to perform the desired position (with or without reasonable accommodation) and a drug test.

Employment Date, Salary, and Fringe Benefits: Anticipated employment date is as soon as possible. Pay rate is \$34.84 per hour with no fringe benefits. This position is part-time, and the working hours are evenings (Mondays, Tuesdays, Wednesdays and/or Thursdays) 4pm-9pm.

To Apply: Interested parties should go to our website, <https://jcisd.workbrightats.com> to complete an online application.

APPLICATIONS ACCEPTED UNTIL OCTOBER 8, 2025 OR UNTIL FILLED

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

The Board of Education does not discriminate on the basis of race, color, national origin, sex, (including sexual orientation or gender identity), disability, age (except as authorized by law), religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.

The Superintendent shall appoint and publicize the name of the compliance officer(s) who is/are responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including the District's duty to address in a prompt and equitable manner any inquiries or complaints regarding discrimination or denial of equal access. The Compliance Officer(s) shall also verify that proper notice on nondiscrimination for Title II of the Americans with Disabilities Act (as amended), Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973 (as amended), and the Age Discrimination in Employment Act is provided to staff members and the general public.

The Jackson County Intermediate School District is an educational service agency that works in partnership with local public and charter schools, and the local community. We are committed to the success of all students by providing educational leadership, services, programs, and resources.
Our work and organizational goals are driven by Four Guiding Principles:

Instruction ~ Quality, Creativity and Relevance
Leadership ~ Envisioning, Engaging and Executing
Service ~ Listening, Caring and then Serving
Community ~ Collaboration and Partnerships

We encourage applicants who may not have a specific listed qualification, but who believe they have the needed knowledge, skills and abilities to perform the essential functions of a position, to apply and to highlight how their education, experience and/or other abilities make them qualified to perform the essential functions of a position.