



Classification Title: Instructional Support Specialist – Nursing

Department:	Nursing Education	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	27
Supervision Received From:	An Assigned Administrator or Supervisor	Date of Origin:	7/2026
Supervision Given:	Direction and Guidance	Last Revision:	7/2026

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Provides instructional assistance to nursing faculty and students in a complex nursing education and simulation laboratory environment; oversees day-to-day activities of nursing skills and simulation labs, ensuring the safe operation of equipment and work processes and the safe use, storage and disposal of biohazardous materials; monitors the lab budget and requisitions chemicals, specimens, consumables and supplies to meet laboratory and instructional needs; provides lead oversight to short-term and student employees assigned to the labs; independently performs complex technical duties; assists instructors in developing and implementing instructional programs; maintains a clean, safe and orderly learning environment.

DISTINGUISHING CHARACTERISTICS.

Instructional Support Specialist – Nursing is distinguished from Senior Instructional Support Assistant and other specialized Instructional Support Specialist classes by its responsibility for performing the most complex technical work in a highly technical nursing and simulation laboratory environment. Work typically involves performing and supporting complex nursing skills laboratories including the storage and disposal of biohazardous materials. Duties must be carried out in strict compliance with all regulatory and safety requirements.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Oversees day-to-day activities in an assigned nursing and simulation laboratory; trains students in the setup, operation, use and maintenance of lab equipment, materials and resources; responds to student questions regarding laboratory procedures and requirements; organizes the preparation and reset of simulation scenarios, skills checkoffs, competency assessments, and laboratory activities; prepares simulation mannequins, task trainers, patient care equipment, and instructional materials; ensures labs are open and ready for use during scheduled hours and that equipment is in sound working order; ensures lab closing procedures are followed; maintains a clean, safe and orderly learning environment, including cleaning counters and washing, storing and restocking laboratory glassware, mannequins, and other lab supplies.
2. May participate in selecting, scheduling, training and overseeing the work of student employees assigned to the lab; leads, assigns work; ensures completeness, accuracy and conformance with District/department/lab standards; provides training on work processes and technical laboratory procedures; prepares timesheets for supervisor to sign; assists in maintaining a fair and open work environment in accordance with the District's commitment to teamwork, mutual trust and respect.

3. Maintains the safety of the laboratory environment; provides instructional support and demonstrates safety procedures to lab assistants and students; monitors activities in the laboratory to ensure safety procedures are followed; inspects and maintains laboratory safety equipment and safety kits such as fire extinguisher, and safety kits; immediately reports any safety concerns and/or needed repairs to the supervisor and Environmental Health and Safety (EH&S); provides and documents annual safety training for staff, faculty and lab assistants; in coordination with EH&S, creates and updates safety manuals and handouts; serves as liaison for the annual safety inspection and takes action to correct any deficiencies identified; maintains and updates Material Safety Data Sheets (MSDS) notebooks as required by law.
4. Assists instructors in developing new laboratory exercises; investigates equipment and supplies needed to conduct experiments; prepares cost estimates and recommends alternative methods if needed; participates on committees to evaluate the feasibility of implementing new curriculum and department priorities; develops, explains and demonstrates instructional materials and techniques applicable to an assigned laboratory.
5. Supports simulation-based instruction by programming, operating, troubleshooting, and maintaining simulators, audiovisual systems, simulation software, electronic health record training systems, and related technologies; collaborates with faculty to prepare simulation scenarios and learning experiences; assists with simulation debriefing activities and maintains simulation records; maintains nursing equipment including mannequins, IV pumps, and other materials for laboratory use.
6. Sets up various experiments, labs, and classroom demonstrations planned or requested by instructors; calculates, mixes, prepares, labels and stores a variety of laboratory materials; labels, safely stores and periodically arranges with the District's Environmental Health and Safety department for the disposal of nursing materials and biohazardous materials generated during daily laboratory use.
7. Operates, maintains, troubleshoots, calibrates, updates, and arranges for repair of simulation mannequins, task trainers, medical equipment, patient monitoring systems, audiovisual systems, and other specialized instructional technologies.
8. Maintains inventory necessary to run and maintain nursing and simulation laboratories; coordinates equipment replacement schedules and vendor service agreements; monitors the laboratory budget; maintains and prepares requisitions to replenish an inventory of nursing equipment including mannequins, IV pumps, and other consumables and supplies to meet laboratory needs; prepares work orders for facilities repairs and upgrades and for the replacement and purchase of equipment.
9. Provides tutoring assistance to students in assigned subject matter; provides clear and concise explanations and demonstrations to facilitate student understanding and reinforce instructors' teaching; interprets and guides students through course and laboratory assignments; provides guidance to students on study skills; monitors and reviews student work and assignments and discusses student progress with instructors.
10. Maintains compliance with applicable accreditation standards, nursing program requirements, infection prevention protocols, and simulation best practices; assists with preparation of reports, documentation, and evidence for accreditation reviews and program assessments.

Marginal Functions:

1. Assists with special nursing program events, simulation competitions, skills fairs, community outreach activities, and healthcare workforce training initiatives.
2. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and education/training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience: One year of experience providing instructional or tutorial assistance to students in nursing, or one year of related work experience in nursing.

Education/Training: Equivalent to a bachelor's degree from an accredited college or university.

Preferred Qualifications:

1. Related coursework or degree from an accredited college or university.
2. Experience involving large inventory.

Knowledge of:

1. Nursing subject matter areas at the undergraduate level in the area of assignment including, where applicable, theory, concepts, nursing fundamentals, methods and processes, tools, equipment and instrumentation used in the nursing discipline.
2. Advanced methods and practices of student instructional support and tutoring.
3. Use and operation of computers with standard business and specialized software applicable to assigned areas of responsibility.
4. Methods and procedures for diagnosing and resolving minor computer hardware and software problems in a classroom or laboratory environment.
5. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
6. District policies and procedures regarding budgeting and purchasing.
7. Office practices and procedures, including recordkeeping.
8. Sources of instructional support materials and aids to meet the needs of students and faculty in a nursing laboratory.
9. State and federal regulations and laboratory standards, practices and procedures applicable to laboratory safety.
10. District environmental safety policies and procedures and safety methods and practices applicable to the assigned laboratory including the disposal of biohazardous materials in accordance with state and federal requirements and lifting of heavy instruments, materials and study specimens.
11. Principles and practices of nursing education and simulation-based learning.
12. Operation and maintenance of healthcare equipment commonly used in nursing education to include simulation mannequins, task trainers, and simulation software.
13. Infection prevention, standard precautions, and healthcare safety practices.
14. Accreditation standards and regulatory requirements applicable to nursing programs.
15. Electronic health record training systems and healthcare instructional technologies.

Skill in:

1. Providing effective tutoring, instructional support and guidance to students in the nursing discipline; accurately, thoroughly and clearly answering students' subject matter, equipment use and technology questions.
2. Providing day-to-day administrative support and technical support to instructors in carrying out their responsibilities.
3. Organizing, setting priorities and exercising sound independent judgment within areas of responsibility.
4. Assigning and inspecting the work of student workers and lower-level staff.
5. Training, demonstrating, inspecting, enforcing and monitoring safe work practices and safety compliance by instructors, staff, student employees and students in a nursing laboratory environment with biohazardous materials and other hazards.

6. Providing day-to-day technical support for computer hardware, peripherals and software in assigned laboratories/ centers.
7. Providing guidance to students in the use and operation of specialized laboratory instrumentation, equipment, tools, hardware and software.
8. Analyzing, interpreting, explaining and applying relevant laws, regulations, ordinances and policies.
9. Operating a computer and other standard business and instructional equipment and using enterprise software and standard business software.
10. Organizing and maintaining a variety of records and files.
11. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.
12. Communicating clearly and effectively, both orally and in writing.
13. Maintaining the confidentiality of student records and information.
14. Using tact, discretion, courtesy and patience in dealing with sensitive and difficult students and situations.
15. Establishing and maintaining effective working relationships with others encountered in the course of work.
16. Operating, programming, troubleshooting, and maintaining simulation equipment and related technologies.
17. Supporting simulation scenario implementation and debriefing activities.
18. Applying infection control and healthcare safety procedures.
19. Managing inventories of medical supplies, simulation equipment, and healthcare instructional resources.

WORKING CONDITIONS.

Environmental Conditions: The employee typically works in a classroom and laboratory environment and may be regularly exposed to biohazardous materials; extensive contact with students and faculty.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk and stand for prolonged periods; lift or move up to 50 pounds or more; and near visual acuity to operate equipment and read computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.