

Approved by Order N154 of June 04, 2026, of the Director of "David Tvildiani Medical University Public Nursing College" LLC

**LLC "David Tvildiani Medical University Public Nursing College"**



**Job Description of a Vocational Education Teacher**

**Tbilisi**

**2026**

## **1. Position**

Vocational Education Teacher

## **2. Main Objective of the Position**

To ensure high-quality teaching for vocational students, achieve the learning outcomes outlined in the curriculum/modules, and develop the professional competencies of students.

## **3. Direct Subordination**

Head of the Academic Department, Human Resources Management Manager (in administrative matters).

## **4. Qualification Requirements**

- Vocational and/or higher education as provided by the relevant program/module(s), and/or at least 3 years of work experience in the relevant field within the last 10 years.
- In the case of implementing an English-language vocational educational program, an additional document certifying English language proficiency must be submitted, or the teacher must participate in an English language competency assessment organized by the College. This assessment will determine the English language proficiency level of the vocational education teacher employed at the College:
  - **B1** - Authorized to conduct clinical teaching / practical components only;
  - **B2, C2** - Authorized to teach both theoretical and practical components.

## **5. Qualification / Competence**

- Knowledge of the Law of Georgia "On Vocational Education" and the main regulatory legal acts defined on its basis.
- In-depth knowledge of modern vocational teaching and evaluation methodologies.

## **6. Specific Knowledge of a Vocational Educational Institution**

Knowledge of the College's internal regulations, code of ethics, relevant vocational educational program/modules, and internal documentation regulating the learning process.

## **7. Additional Technical Knowledge**

- Computer literacy (MS Office: Word, Excel, PowerPoint).
- Knowledge of the working principles of electronic learning platforms.

## **8. Personal and Professional Skills**

- Proficient written and oral communication skills in the Georgian language.

- In the case of implementing an English-language program — proficient written and oral professional communication skills in the English language.
- Analytical and critical thinking.
- Effective communication and conflict management skills.
- Ability to solve problems independently and promptly.
- High professional ethics, organizational skills, and a sense of responsibility.
- Continuous professional development and the ability to adapt quickly to a changing environment.
- Detail-oriented and strong time management skills.

## **9. Main Functions and Duties**

- Ensuring high-quality teaching for vocational students and maintaining an equal, non-discriminatory approach towards them regardless of gender, race, language, religion, national, ethnic or social origin, property status, or other grounds.
- If necessary, participating in the development of individual learning plans and the adaptation of modules for students with special educational needs (SEN).
- Within the scope of competence, actively participating in the process of developing, modifying, and perfecting the vocational educational program.
- Participating in the adaptation of modules defined by the program together with the head of the program.
- Selecting appropriate teaching and evaluation methodologies and conducting the learning process at a highly professional level.
- Timely preparation and submission of learning process documentation (calendar plan, module evaluation tools, midterm and qualification evaluations, evidence, and grade sheets) to the responsible persons.
- Within the scope of competence, participating in the processes of validation of evaluation tools and verification of evaluation results.
- Timely informing students about the evaluation system, re-examination, appeals, and competency confirmation rules.
- Ensuring the principles of objectivity, validity, reliability, transparency, and fairness of the evaluation system.
- Precise daily recording of student attendance in accordance with the established rules.
- Promptly informing students about any planned changes in the learning process.
- Immediately informing the College administration about any facts of disciplinary misconduct or violation of internal regulations by a student.
- Participating in the work of the College's internal commissions within the scope of one's competence.
- Participating in defining the learning resources required for the module and using them effectively during practical and theoretical sessions.
- Timely requesting learning consumables and equipment, and using them rationally.
- Observing labor safety and hygiene norms during the educational/practical process.
- Caring for one's own continuous professional development, and participating in trainings and seminars offered by the College or other relevant institutions.

- Timely preparation of various current reports and documentation upon the request of the persons responsible for organizing the learning process.
- Participating in needs assessment research organized by the College.
- Compliance with active legislation, the College statute, internal regulations, and the individual legal acts of the Director.

## **10. Concluding Provisions**

Amendments and/or additions to this job description shall be made based on an individual legal act (order) of the College Director.

**I have read and agree to the terms:**

- **Vocational Education Teacher (First Name, Last Name):**  
\_\_\_\_\_
- **Signature:** \_\_\_\_\_
- **Date:** \_\_\_\_\_, 20