



Position: Director of Nursing Programs	Position Number:
Department/Site: Nursing and Allied Health	FLSA: Exempt-Administrative (Academic Management)
Reports to: Dean of Academic Affairs, Nursing and Allied Health	Salary Range: V

DEFINITION

Under the general direction of the Dean of Academic Affairs, Nursing and Allied Health, the Director of Nursing plans, organizes, and provides oversight for all programs, operations, and activities of the nursing instructional programs, coordinates assigned activities with other divisions, outside agencies and regulators, and the public; provides highly responsible and complex professional assistance to the Dean of Academic Affairs for Nursing and Allied Health, and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of Academic Affairs. Exercises general direction and supervision over professional, technical, and administrative support staff.

CLASS CHARACTERISTICS

This is a management classification that oversees, directs, and participates in the daily functions, operations, projects, and activities of the Nursing Program, including short- and long-term planning and development and administration of program policies, procedures, and services. This classification provides assistance to the Dean of Academic Affairs in a variety of administrative, coordinative, analytical, and liaison capacities. Successful performance of the work requires an extensive professional background as well as skill in coordinating program work with that of other District divisions and outside agencies. Responsibilities include performing diverse, specialized, and complex work involving significant accountability and decision-making responsibility. This classification is distinguished from the Dean of Academic Affairs in that the latter has significant authority over and oversight of a broad cluster of academic fields in nursing and allied health or whole academic units with responsibility for accomplishing planning and operational goals and objectives, and for furthering District goals and objectives within general policy guidelines

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

The District reserves the rights to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job. Administrators can be assigned to work at any district location or learning site and in some cases can be assigned to multiple locations and learning sites.

- Provides leadership and program coordination for the Associate Degree, Nursing; Licensed Vocational Nursing programs; and other nursing-related programs as assigned.
- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the nursing program; establishes, within District policy, appropriate budget, service, and staffing levels.
- Recruits new clinical partners, prepares clinical contracts, and coordinates clinical placements for all nursing students.
- In coordination with the dean, plans and executes college and community outreach activities.
- Develops and maintains articulation, concurrent enrollment, and dual enrollment agreements for the nursing programs with higher education institutions, area high schools, health care agencies, and other community organizations.

- Maintains compliance with clinical requirements for students and assigned faculty.
- Prepares reports required for continuous compliance, approval, and/or accreditation with mandates of the California Board of Registered Nursing (BRN), the California Board of Registered Vocational Nursing and Psychiatric Technicians (BVNPT), and the Accreditation Commission for Education in Nursing (ACEN-RN/-PN).
- Collaborates with nursing faculty and the college Curriculum Committee in developing, implementing, evaluating, and modifying vocational and registered nursing curricula.
- Plans, organizes, and directs class scheduling and instructor assignments; ensures that programs are well represented in print or electronic materials, including catalogs and schedules; ensures that curriculum, instruction delivery methods, and course and program articulation are kept current, represent current and best practices, and comply with all legal requirements.
- Manages and participates in the development and administration of the programs' annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; allocates funds to optimize functioning of the nursing programs.
- Applies for, implements, and coordinates the provisions of local, state, and/or federal grants according to District policies and procedures.
- Recruits, screens, recommends, and evaluates diverse and highly qualified faculty in accordance with local, state, and federal laws and regulations.
- Mentors full- and part-time faculty and staff involved in the nursing programs; identifies training needs and arrange professional development opportunities.
- Directs program development and review; monitors, evaluates, and adjusts programs in response to educational effectiveness and student needs; coordinates outcome-based assessments, planning, and development of system programs and services; assists and supports faculty in evaluating student learning outcomes at the course and program levels, which includes retention/attrition, time to completion, transfer, job placement, and others; implements program modifications based on those data as necessary.
- Oversees student success activities, learning materials, National Council Licensure Examination (NCLEX) preparation courses, and nursing licensing requirements and processes.
- Develops and oversees student recruitment and admission processes, including information and orientation sessions.
- Leads students and faculty in planning and producing the Pinning Ceremony.
- Assists in resolving staff and/or student problems in the nursing programs.
- Chairs the advisory committee and faculty meetings for the nursing programs, assuring student and faculty membership and participation; attends and participates in professional group meetings; participates in community events and meetings related to area of assignment.
- Evaluates processes and creates solutions, as needed, in collaboration with the dean, directors, assistant directors, students, and faculty.
- Monitors changes in laws, regulations, and technology that may affect District or departmental operations; implements policy and procedural changes as required; stays abreast of new trends and innovations in the field of nursing as it relates to the area of assignment.
- Assists dean in duties and responsibilities of that position as designated, including acting in the capacity of the dean as needed.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Nursing curriculum design, nursing program review/evaluation processes, clinical and classroom nursing education pedagogy, and California Chancellor's Office and BRN and BVNPT regulations.
- Principles and practices of enrollment management.
- Pertinent federal and state laws and regulatory provisions.
- College accreditation procedures, practices, and standards, and specialty accreditation procedures, practices, and standards.
- Principles and practices of technology and software use for databases, accounting, spreadsheets, and other business processes; use of technology in assigned area.
- The development, implementation, and assessment of student learning and/or service area outcomes.
- Budget development, administrative practices, and organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures, and operational needs.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation, and the training of staff in work procedures.
- Methods and techniques for the development of presentations, business correspondence, and information distribution; research and reporting methods, techniques, and procedures.
- Principles and procedures of record keeping, technical report writing, grant writing, and preparation of correspondence and presentations.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively representing the District in contacts with governmental agencies, community groups, and various business, professional, educational, regulatory, and legislative organizations.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students and District staff, including individuals of various ages, socio-economic, and ethnic groups.

Ability to:

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.
- Effectively lead employees and teams with a collaborative style in a collegial and participatory governance environment.
- Deliver formal and influential presentations.
- Be a fair-minded, ethical, and honest leader with excellent interpersonal and communication skills, both oral and written.
- Develop, implement, and evaluate programs and services.
- Utilize data and assessment outcomes to make improvements for programs and services.
- Inspire and motivate others toward goal achievement.
- Counsel, direct, and facilitate professional development of employees.
- Develop and monitor budgets and effectively utilize resources.
- Effectively manage priorities in large, complex, and diverse operational units.

- Use independent judgment in the interpretation and application of rules, regulations, policies, and procedures.
- Provide leadership and work collaboratively and productively with all stakeholders, including faculty, students, administrators, support staff, unions, and the community.
- Recruit, select, supervise, and evaluate employees.
- Interpret, apply, explain, and ensure compliance with federal, state, and local policies, procedures, laws, regulations, and rules and procedures related to nursing practice and programs.
- Effectively represent the District and its nursing programs in meetings with various educational, business, professional, regulatory, and legislative organizations.
- Prepare clear and concise reports, correspondence, policies, procedures, and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations, and prepare effective technical staff reports.
- Establish and maintain a variety of filing, record keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Understand scope of authority in making independent decisions.

EDUCATION AND EXPERIENCE:

1. Master's degree in nursing, education, or administration from a college or university accredited by a regional accrediting agency recognized by the United States Department of Education, and
2. Experience as an administrator with performance of administrative responsibilities consistent with California Consumer Affairs Department BRN section 1420(h) and 1425(a) and the BVNPT Article 5, commencing with Section 2525:
 - a. A master's or higher degree from an accredited college or university which includes course work in nursing, education, or administration;
 - b. One (1) year experience as an administrator with validated performance of administrative responsibilities consistent with section 1420(h);
 - c. Two (2) years' experience teaching in pre- or post-licensure registered nursing programs;
 - d. A minimum of three years' experience as a registered nurse within the last five years or three years' experience in nursing administration or nursing education within the last five years;
 - e. Completion of courses offered by an approved school with instruction in administration, teaching, and curriculum development.

Licenses and Certificates:

Possession of a registered nurse license in the State of California;

Possession of or ability to obtain a valid California driver's license

PHYSICAL DEMANDS

Must possess mobility to work in classroom setting, use standard classroom equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve

data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.