



JOB TITLE: DIRECTOR OF NURSING

Classification: Classified Administrator
Salary Range: 14

Retirement Type: PERS*
Revised/Board Approved: April 16, 2007

BASIC FUNCTION:

Under the direction of the Dean of Health Sciences and Athletics, the Director of Nursing manages the District's Associate Degree Nursing Program; develops and administers Extended Nursing Programs and Partnership Programs; coordinates and facilitates movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), the National League for Nursing Accrediting Commission (NLNAC), the Education Code of the State of California and provisions of the Nursing Practice Act.

REPRESENTATIVE DUTIES:

Provide a curriculum that meets the requirements mandated by the BRN; report changes in faculty positions. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Maintain secure files for faculty, students, curriculum, continuing education courses, and accreditation. Prepare reports needed for continued approval by the BRN and accreditation by the NLNAC. Provide a process for upward mobility of various health care providers.

Facilitate communication between the nursing program, the division office, and other areas on campus. Recommend persons for faculty and/or staff replacement. Plan and schedule semester nursing department classes. Plan, review and revise semester schedule of classes for nursing. Review and revise college catalog pertaining to nursing program each year. Coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department. Provide requests for supplies, equipment, maintenance, and improvement of facilities in cooperation with the faculty and division Dean. Implement and coordinate the provision of any grants, including the Madden Endowment. Gather and share statistical data regarding nursing from governmental and non-governmental sources. Review proposed legislation affecting the healthcare professions and implement changes in laws and regulations. Communicate changes in State and Federal legislation affecting nursing to the appropriate persons.

Interpret and implement the administrative policies, rules, regulations, and recommendations of the college. Orient, guide, assign and assist with evaluating all nursing department staff. Compute faculty load and plan teaching assignments. Assist in resolving staff and/or student problems in the nursing program. Provide opportunities for in-service and conference attendance. Act as a resource for curriculum development and program evaluation. Recruit and maintain an active part-time and substitute instructor list.

Prepare evaluation summaries for graduating students as requested by employers. Assume the responsibility for advanced placement of nursing students into appropriate classes.

Coordinate and supervise the admission of students into the generic program. Assist with the recruitment of students.

Represent the college as required by the division dean, vice president of academic affairs or the college president. Articulate the nursing program with higher education institutions, the district high schools, health care agencies and other community organizations. Maintain an advisory committee for the nursing program, and serve as the chairperson.

JOB QUALIFICATIONS:

Education and Experience:

Requires a Master's degree or higher from an accredited college or university that includes coursework in nursing education or administration AND a minimum of one year's experience in an administrative position with direct responsibility for administrative decision-making process of the educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources; AND a minimum of two year's experience teaching in pre- or post-licensure nursing programs; AND at least one year's experience as a registered nurse providing direct patient care.

An academic year of two semesters or three quarters is the equivalent to one year's administrative experience. Pre- or post-licensure nursing programs include diploma, associate or baccalaureate and master's degree registered nursing programs.

Desirable Qualifications:

Knowledge of National League for Nursing Accrediting Commission standards and experience in a community college setting is preferred.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Plan, organize and administer the processes and operations of the District's Nursing Program, Extended Nursing and Partnership Programs.

Interpret, apply, and explain rules, regulations, policies and procedures.

Understand and practice the principles of administration and supervision.

Abilities/Skills:

Assess and evaluate programs and personnel.

Communicate effectively orally and in writing.

Work cooperatively with others.

Analyze situations accurately and adopt effective courses of action.

Licenses or Other Requirements:

Current registered nurse licensure in California or eligibility for reciprocity.

Valid California driver's license

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.