



JOB TITLE: DIRECTOR OF NURSING

Classification: Educational Administrator Retirement Type: STRS*
Salary Range: 16 Revised/Board Approved: June 21, 2021

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), , and 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; prepare reports needed for continued approval by the BRN. Report changes in faculty positions. Serve as a resource for curriculum development and program evaluation.

Assist with the recruitment of students. Coordinate and supervise the admission of students into the program. Assume the responsibility for advanced placement of nursing students into appropriate classes. Supervise the submission of applications for students taking the state licensing exam (NCLEX-RN). Prepare evaluation summaries for graduating students as requested by employers. Maintain secure files for faculty, students, curriculum, and continuing education courses.

Facilitate communication between the nursing program, the division office, and other areas on campus. Interpret and implement the administrative policies, rules, regulations, and recommendations of the college.

Assist in resolving staff, faculty, and/or student problems in the nursing program. Provide guidance, feedback, and consistent follow-up to resolve problems and build a cohesive department and academic program.

Recommend persons for faculty and/or staff replacement. Recruit and maintain an active part-time and substitute-instructor list. Orient, guide, assign, and assist with evaluating all nursing department staff.

Plan and schedule nursing department classes. Plan, review and revise schedule of classes for nursing. Compute faculty load and plan teaching assignments in compliance with the collective bargaining agreement. 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. Provide opportunities for in-service and conference attendance.

Implement and coordinate the provision of any grants, including the Madden Endowment and Strong Workforce. 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.

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.

Serve as a Campus Security Authority (CSA) for Clery Act reporting requirements. Maintain up-to-date certification for CSA status.

Perform other related duties and responsibilities as required.

JOB QUALIFICATIONS:

Education and Experience:

Master's degree from an accredited college or university that includes coursework in nursing education or administration.

One year of experience in an administrative position with direct responsibility for administrative decision-making for an educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources.

Two years of teaching experience in pre- or post-licensure nursing programs.

One year of experience as a registered nurse providing direct patient care.

Equivalency defined: An academic year of 2 semesters or 3 quarter system semesters is the equivalent to one year of administrative experience. Pre- or post-licensure nursing programs include diploma, associate, baccalaureate or master's degree registered nursing programs.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Knowledge of Accreditation Commission for Education in Nursing (ACEN) standards.

Experience in a community college setting.

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.