

DIRECTOR OF ASSOCIATE DEGREE NURSING PROGRAM

Job Description

CATEGORY: ADMINISTRATIVE AND PROFESSIONAL
POSITION STATUS: FULL-TIME
FLSA STATUS: EXEMPT
SALARY RANGE: 11

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for all aspects of the program, including the administration, planning, continuous review, development, and general effectiveness of the program as well as all duties as defined for full-time faculty. Responsibilities also include meeting and maintaining program accreditation requirements, systematic review of program effectiveness among didactic, laboratory, and clinical components, student recruitment, committee assignments and serving as a liaison with health care facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, administers, manages, and evaluates the Associate Degree Nursing Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, learning labs, on-line tutoring, and other learning support services.
- Directs the professional nursing education program in all its phases, including approval of teaching staff, selection of appropriate clinical sites, admission, progression, probation, dismissal of students, and enforcement of student policies.
- Provides leadership and vision for the creation and implementation of a strategic plan for the Associate Degree Nursing Program.
- Develops and implements program changes and courses in response to the needs of the community.
- Functions as the instructional leader for the Associate Degree Nursing Program in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
- Provides evidence of faulty expertise and knowledge to teach curriculum content.
- Verifies students' completion of program requirements.
- Completes and submits Texas Board of Nursing Affidavit of Graduation, Nursing Education Program Information Survey (NEPIS) and Compliance Audit for Nursing Education Programs (CANEP) by the required dates.
- Interacts with community groups, local school districts and business and industry regarding their specific training needs.
- Assists in the development and the writing of proposals.

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- Provides recommendations to the Dean of Health Professions for the employment, assignment, evaluation and professional development of all full-time and adjunct Associate Degree Nursing Program faculty.
- Verifies and approves Associate Degree Nursing Program faculty credentials in collaboration with the Dean of Health Professions.
- Participates in faculty and committee activities.
- Reviews, maintains and evaluates the Associate Degree Nursing Program budget and directs appropriation of funds and expenditures relating to the program and courses.
- Develops, implements, monitors and revises Associate Degree Nursing Program policies and procedures in collaboration with the Dean of Health Professions.
- Leads the process for systematic Associate Degree Nursing Program review and evaluation as per the model adopted by the College.
- Develops and maintains positive partnerships with the Texas Higher Education Coordinating Board (THECB), the Texas Workforce Commission, local workforce boards, local economic development agencies, program advisory committees, business and industry, school districts, and other governmental, community, business and educational institutions of the College's service area to ensure the needs of the area businesses, credit, and non-credit students are met.
- Develops marketing and promotional strategies for the Associate Degree Nursing Program and courses.
- Works with the dean, faculty and staff to resolve student issues and complaints in compliance with College policies and procedures.
- Serves as a liaison or representative on instruction-related committees on behalf of the Vice President and the Dean of Health Professions, as needed.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite (which may be on campus or at an off-site location).
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

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- A strong commitment to the mission of the community college.
- Demonstrated ability to teach.
- Demonstrated knowledge of the Associate Degree Nursing Program curriculum and program development and evaluation, as well as needs assessment and marketing of the program.
- Demonstrated knowledge of the planning, implementation and monitoring of program budget in an educational environment.
- Demonstrated knowledge in non-credit revenue-based programs, grant writing and the RFP process.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, Workforce Education Course Manual, and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated knowledge in the administration and development of the Associate Degree Nursing Program designed to meet the needs of health care organizations and entrepreneurial activities and programs designed to meet the needs of adults and the business community.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree with a major in nursing from an accredited college or university is required.
- Five (5) years of varied nursing experience since graduation from a professional nursing education program.
- Minimum of three (3) years of teaching experience in a professional nursing education program.
- The program director must be approved by the Texas Board of Nursing within three (3) months of hire.

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- Experience in the use of technology in, and a willingness to continuously enhance through the use of technology, the teaching and learning process.
- Experience in collaborating with various educational, business, and/or government groups.
- Experience with and understanding of federal, state, local and private grant funded Associate Degree Nursing Programs.
- Experience in organizing, developing and implementing operational systems; writing guidelines in an educational setting; and managing a high volume workflow office.
- Experience in planning, program development, evaluation, and budgeting.

PREFERRED EDUCATION AND EXPERIENCE

- Doctoral degree from an accredited college or university.
- Five (5) years of nursing experience in supervision or teaching.
- Teaching and administrative experience in a comprehensive community college setting.
- Employment experience in business and industry.

CERTIFICATES AND LICENSURES

- License to practice as a registered nurse in the State of Texas or ability to obtain a license to practice as a registered nurse in the State of Texas within three (3) months of hire.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

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Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas / Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a master's degree with a major in nursing from an accredited college or university?
 - Yes
 - No
3. *Do you have a current license to practice as a registered nurse in the State of Texas or ability to obtain a license to practice as a registered nurse in the State of Texas within three (3) months of hire?
 - Yes
 - No
4. *Do you have five (5) years of varied nursing experience since graduation from a professional nursing education program?
 - Yes
 - No
5. *Do you have a minimum of three (3) years of teaching experience in a professional nursing education program?
 - Yes
 - No
6. *Will anything prevent you from being approved by the Texas Board of Nursing within three (3) months of hire?
 - Yes
 - No
7. *Do you have experience in the use of technology in, and a willingness to continuously enhance through the use of technology, the teaching and learning process?
 - Yes
 - No
8. *Do you have experience in collaborating with various educational, business, and/or government groups?
 - Yes
 - No

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9. *Do you have experience with and understanding of federal, state, local and private grant funded Associate Degree Nursing Program?
 - Yes
 - No
10. *Do you have experience in organizing, developing and implementing operational systems; writing guidelines in an educational setting; and managing a high volume workflow office?
 - Yes
 - No
11. *Do you have experience in planning, program development, evaluation, and budgeting?
 - Yes
 - No
12. Do you have a doctoral degree from an accredited college or university?
 - Yes
 - No
13. Do you have five years of nursing experience in supervision or teaching?
 - Yes
 - No
14. Do you have teaching and administrative experience in a comprehensive community college setting?
 - Yes
 - No
15. Do you have employment experience in business and industry?
 - Yes
 - No