

Seward County Community College
Structured Compensation - Job Description
Director of Nursing

Data Year: 2018

Prepared On: 09/16/2018

Department:	Allied Health	Grade:	14
Reports To:	Dean of Allied Health	Classification:	Exempt
Supervises Direct:	7	Supervises Indirect:	0
Approved By:	Dr T Carter, Dr S Campbell	Effective Date:	01/01/2010
		Revised Date:	09/16/2018

Role:

The Director of Nursing is responsible for supervising all aspects of the nursing program including leadership and direction in the development of courses and programs; certificate and degrees; articulation agreements; collaboration with the healthcare industry; maintaining nursing program accreditation; providing a positive environment in teaching and learning; and developing and monitoring the nursing program budget.

Essential Functions & Responsibilities:

- E 20% Provides support for and monitoring of curriculum, instruction, personnel, clinical experience and facilities for the nursing program.
- E 20% Provides leadership and maintains accrediting and governing body criteria for the nursing program.
- E 5% Develops and monitors nursing program budget to include expenditures and travel requests.
- E 5% Directs the coordination, recruitment, and selection of full time and part time faculty. Provides input to the division chair for faculty performance evaluations.
- E 5% Coordinates nursing faculty workloads and professional development needs.
- E 5% Performs other functions as appropriate and assigned by the Dean of Allied Health and the Vice President of Academic Affairs.
- E 5% Fosters positive relations with internal and external stakeholders.
- E 10% Provides oversight for selective admission, advising, enrollment, retention, graduation and placement processes for nursing students.
- E 25% Instructs up to 9 credit hours per academic year.

Performance Measurements:

1. Allocate 75% of time for nursing program administration.
2. Allocate 25% nursing program instruction.
3. Process applications and select nursing students for admission per established criteria.
4. Maintain annual program outcomes related to student retention, completion, and external exam pass rates with a three year average greater than the expected benchmark.
5. Hire, monitor and train full time and part time faculty/clinical instructors per established procedures.
6. Encourage faculty attendance at professional development activities.

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7. Ensure communication with internal and external stakeholders is timely, clear and effective to maintain positive relationships.
8. Schedule and conduct nursing program advisory board meetings as required.
9. Evaluate and revise as needed nursing program curriculum to meet accrediting and governing body criteria.
10. Maintain and keep up to date the systematic evaluation plan in accordance with required accreditation and college processes.
11. Maintain and monitor nursing program budget, facilities, inventory, supplies and equipment.
12. Submit required reports in a timely manner.
13. Maintain membership and active participation on division and institutional committees.
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Knowledge and Skills:

Experience	Two to five years similar or related experience (community college teaching experience/ curriculum development and assessment).
Education	Master's degree in nursing and current Kansas RN license.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Knowledge: Leadership and management principles. Nursing education curriculum. NCLEX testing and nursing accreditation. Skills: Proficiency in computer applications such as Microsoft Office suites. Excellent written, oral, and interpersonal communication. Possess the ability to maintain confidential information. Possess critical thinking skills. Abilities: Possess a level of trust and diplomacy as well as normal courtesy and tact. Posses the ability to work cooperatively and effectively with diverse individuals. Encourage a high standard of ethical conduct among nursing faculty.
Physical Requirements	Physical requirements are based on an 8 hour work day and may vary slightly.

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Sitting for a period of 1 hour at one time with a total of 6 hours
Standing for a period of 30 min at one time with a total of 1 hour
Walking for a period of 30 min at one time with a total of 1 hour
Lifting: up to 5 lbs. frequently and up to 100 lbs. occasionally -- due to assisting with clinical instruction
Carrying: up to 5 lbs. frequently and up to 100 lbs. occasionally -- due to assisting with clinical instruction
Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, and fine manipulating
Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally
Exposure to moving machinery such as simulation units and driving automotive equipment
Keyboarding up to 6 hours per day

Work Environment Regular exposure to unfavorable environments such as weather, body fluids, bloodborne pathogens, toxic laboratory & industrial chemicals, or confined, dirty and noisy locations. Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

Some travel which may require overnight stays.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature