

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF NURSING & HEALTH OCCUPATIONS

SUMMARY DESCRIPTION

Under the administrative leadership and direction of the Dean of the Higher Education Center at Otay Mesa, plan, coordinate, and direct the activities and operations of the nursing and related health occupations programs; oversee and participate in nursing curriculum development; coordinate and direct the accreditation and interim visits by the accreditation agencies including ACEN (Accreditation Commission for Education in Nursing) BRN (Board of Registered Nursing), BVNPT (Board of Vocational Nurses and Psychiatric Technicians), CDPHS (California Department of Health and Public Services), CAAHEP (Commission on Accreditation of Allied Health Education Programs), and ARC/STSA (Accreditation Review Council/Surgical Technology and Surgical Assisting), and supervise and evaluate assigned academic and classified staff.

REPRESENTATIVE DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Plan, organize, direct, and provide administrative leadership for the programs and operations of the District's nursing and related health occupations programs; perform a full range of general administrative responsibilities. *E*
2. Provide leadership in the development and implementation of goals, objectives, and priorities for assigned activities, programs, and operations; recommend and administer policies, procedures, and programs; participate in long-range planning activities. *E*
3. Oversee and participate in nursing curriculum development and maintenance of accreditations; coordinate and direct the accreditation and interim visits by the accreditation agencies including ACEN, BRN, BVNPT, CDPHS, and CAAHEP, ARC/STSA. *E*
4. Evaluate the effectiveness of nursing and health occupations programs and services; conduct systematic program review; coordinate and participate in the development of new programs in the nursing and health occupations field providing instructional support to enhance student success. *E*
5. Oversee and participate in the development, administration, and coordination of the assigned budget; participate in the forecast of funds; monitor and approve expenditures; implement adjustments; provide leadership in seeking additional funding sources through private, state, and federal grants. *E*
6. Participate in the selection of new faculty and staff; provide or coordinate training for staff including the establishment of appropriate staff development activities; supervise and evaluate assigned personnel in accordance with District policy. *E*
7. Plan, direct, and coordinate the work of assigned staff; develop clinical and classroom schedules; conduct regular meetings with staff; review and evaluate work products, methods, and procedures. *E*
8. Represent the nursing and health occupations programs on the College campus, in the community, with the State Board of Nursing, and with other regulatory bodies; represent Southwestern College on the Joint Nursing Advisory Committee locally and statewide. *E*
9. Coordinate with local, state and national nursing organizations regarding education and license. *E*
10. Provide technical and administrative assistance to Dean of the Higher Education Center at Otay Mesa, conduct a variety of organizational studies, investigations, and operational studies. *E*
11. Direct and participate in the preparation of a variety of statistical and narrative reports, records, and files related to assigned operations and programs; complete forms required by external agencies (BRN, BVNPT, CDPHS, ACEN, CAAHEP, ARC/STSA, etc.) including forms for student licensure as well as monthly and annual reports. *E*
12. Conduct and support outreach and recruitment for nursing and health occupations programs; oversee the application and acceptance process of nursing students; monitor student completion of requirements for immunizations,

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malpractice insurance, ATI testing, CPR, Background checks, and other related requirements; oversee and participate in providing academic advising to nursing students; refer students to other resources as appropriate. ***E***

13. Initiate and maintain contractual agreements with service agencies used for students in nursing and health occupations programs. ***E***
14. Oversee the selection of clinical facilities for student learning; periodically evaluate their effectiveness. ***E***
15. Serve on College committees and engage in community activities that promote programs and college goals. ***E***
16. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the nursing field; monitor State legislation as it relates to the nursing profession. ***E***
17. Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

Knowledge of:

Operations, services, and activities of the District's nursing and health occupations programs.
Methods and techniques of leadership and management.
Principles and practices of program development and administration including methods and techniques of designing and implementing education programs and projects.
Principles and practices of curriculum and course development and evaluation.
Pertinent Federal, State, and local laws, codes, and regulations.
BRN and BVNPT, CDPHS guidelines and ACEN, CAAHEP, AND ARC/STSA Standards of Accreditation.
District policies, procedures, and current educational programs.
Principles and practices of budget preparation and administration.
Principles of supervision, training, and performance evaluation.
Methods and techniques of research, analysis, and decision making.
Principles and procedures of statistical record keeping and report preparation.
English language usage, spelling, grammar, and punctuation.
Oral and written communication skills.
Public relations principles and techniques.
Interpersonal skills using tact, patience, and courtesy.
Modern office procedures, methods, and equipment including computers and applicable software.

Ability to:

Direct the activities of and provide effective leadership for the District's nursing and health occupations programs.
Oversee and participate in the development and implementation of policies, procedures, goals, and objectives.
Analyze and assess programs, policies, and operational needs and make appropriate adjustments.
Research, analyze, and evaluate new service delivery methods and techniques.
Select, supervise, train, and evaluate assigned staff and faculty.
Plan, organize, direct, and coordinate the work of assigned faculty and staff.
Analyze curriculum and offered courses and recommend modifications.
Oversee and participate in the creation of new curriculum and courses to meet the learning needs of students and regulatory agencies.
Ensure the academic integrity of nursing and health occupations programs and courses.
Identify and respond to sensitive organizational issues, concerns, and needs.
Interpret, apply, and explain applicable Federal, State, and District policies, laws, and regulations related to assigned functions.
Develop and administer an operational budget.
Prepare and present comprehensive, effective oral and written reports.
Exercise critical and independent judgment.
Conduct meetings and serve on a variety of boards and committees.
Plan and organize multiple activities and tasks to meet schedules and time lines.

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Work successfully with District faculty, administrators, and staff as well as with representatives from business, industry, and educational organizations.
Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
Communicate effectively, both orally and in writing, demonstrating advanced writing skills.
Establish and maintain effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

A Master's or higher degree from an accredited college or university which includes course work in nursing, education or administration.

A minimum of one year experience as an administrator with validated performance of administrative responsibilities consistent with a qualified registered nurse administrator or faculty member who has the authority and responsibility to administer the program including coordinating and directing all activities in developing, implementing, and managing a nurse program, including its fiscal planning. A minimum of two years experience teaching in pre- or post-licensure registered nursing programs. A minimum of one year's continuous, full-time or its equivalent experience direct patient care as a registered nurse OR equivalent experience and/or education, as determined by the board.

Note: Employment relative to approval of candidate for the position of Nursing Director by The California Board of Registered Nursing.

LICENSES AND OTHER REQUIREMENTS:

Unencumbered California license to practice as a registered nurse.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein 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 job functions.

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distraction; contact with dissatisfied or abusive individuals; extended periods of time viewing computer monitor; work outside of normal business hours may be required in order to meet deadlines and to attend meetings in the evening or on weekends; travel may be required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

Revised: June, 2017