

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF NURSING & HEALTH OCCUPATIONS

BASIC FUNCTION:

Under the administrative leadership and direction of the Dean of the School of Technology and Human Services, 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 NLNAC (National League for Nursing Accrediting Commission), BRN (Board of Registered Nursing), BVN (Board of Vocational Nurses), and CAAHEP (Commission on Accreditation of Allied Health Education Programs); and supervise and evaluate assigned academic and classified staff.

REPRESENTATIVE DUTIES:

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*

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*

Oversee and participate in nursing curriculum development and maintenance of accreditations; coordinate and direct the accreditation and interim visits by the accreditation agencies including NLNAC, BRN, BVN and CAAHEP. *E*

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*

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*

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*

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*

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*

Coordinate with local, state and national nursing organizations regarding education and license. *E*

Provide technical and administrative assistance to the Dean of the School of Technology and Human Services; conduct a variety of organizational studies, investigations, and operational studies; represents and/or acts in the capacity of the Dean of the School of Technology and Human Services in his/her absence as assigned. *E*

Director of Nursing & Health Occupations – Continued

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, BVN, NLN, etc.) including forms for student licensure as well as monthly and annual reports. *E*

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

Initiate and maintain contractual agreements with service agencies used for students in nursing and health occupations programs. *E*

Oversee the selection of clinical facilities for student learning; periodically evaluate their effectiveness. *E*

Serve on College committees and engage in community activities that promote programs and college goals. *E*

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*

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 BVN guidelines and NLNAC 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.

Director of Nursing & Health Occupations – Continued

- 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.
- 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.
- 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 degree in any academic area OR the equivalent OR possession of a valid California Community College Supervisor Credential. A minimum of one year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

LICENSES AND OTHER REQUIREMENTS:

California license to practice as a registered nurse.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL ABILITIES:

- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read and verify accuracy of data.
- Sitting for extended periods of time.
- Dexterity of hands and fingers to operate office equipment.

HAZARDS:

- Contact with dissatisfied or abusive individuals.

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