

JOB TITLE: Director, Nursing

DEPARTMENT: Nursing

LOCATION: Main Campus

REPORTS TO: Vice President, Academic Affairs

FLSA: Faculty

LEVEL:

DATE: August 15, 2018

POSITION SUMMARY: This position is an assignment made to a faculty member teaching in the nursing program following the guidelines established by the Missouri State Board of Nursing. The position is responsible for the day to day oversight of program operations at both the main campus and the Rolla satellite location. The faculty member's teaching assignment is contractually reduced by annual agreement to reflect performance of oversight duties.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Bachelors degree required; Masters degree in Nursing required;
- Current Missouri RN license undisciplined in any jurisdiction;
- Academically and experientially qualified and expert in area of responsibility;
- Five years experience as a registered nurse.

ESSENTIAL TASKS:

- Coordinate program activities at both the main campus and the Rolla satellite location with the Vice President of Academic Affairs.
- Exercise leadership in the area of program oversight and curriculum maintenance. Have a broad understanding of the intricacies of the program and its relationship to the college at large.
- Assist the Office of Academic Affairs in conducting periodic program review and maintaining appropriate assessment records. Review assessment activities periodically.
- Coordinate a schedule of course offerings to meet the needs of the students. Provide leadership in the advisement of students and evaluation of student performance.
- Maintain meaningful agreements with local clinical sites; oversee scheduling and assignment of students at such clinical sites.
- Responsible for budget and budget planning; oversight of equipment needs and maintenance. Maintain appropriate records related to budget, equipment and maintenance and facilities.
- Oversee and participate in regular events related to student recruitment and any other activities related to the nursing program and community outreach.
- Coordinate planning activities with the appropriate administrative offices as well as the Advisory Committee. Regularly meet with the Advisory Committee. Review Committee membership regularly.
- Serve as liaison with regulatory and accrediting bodies.
- Participate in instructional and institutional planning and budget processes.
- Compliance with minimum standards;
- Ongoing systematic development, implementation, and evaluation of the total program in relation to stated philosophy and/or mission and graduate competencies of the program.
- Provides input on program related policies regarding recruitment, admission, retention, promotion, and graduation of students.
- Provides academic advisement and guidance of students.

- Maintains of student records in compliance with institutional policy.
- Ensures confidentiality of student records.
- Maintains clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include nursing practice, continuing education, writing for publication, and/or participation in professional associations; evidence of ongoing professional competence related to specialty area instruction shall be maintained.
- Participates in the development of program and institutional policies and decision making.
- Responsible for the annual ongoing systematic development, implementation and evaluation of the total program.
- Compliance with Missouri State Board of Nursing minimum standards.

ADDITIONAL DUTIES:

- Perform other related duties as may be assigned.

KNOWLEDGE, SKILLS, and ABILITIES:

- Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations
- Knowledge of budget management
- Understanding of grant funding principles and regulations.
- Ability to communicate clearly both orally and in writing.
- Ability to interact effectively with diverse student populations and a wide variety of co-workers, and the general public.
- Ability to demonstrate safe work habits and safe use of equipment.

LEADERSHIP and COMMUNICATION SKILLS:

- Ability to exchange ideas, information, and opinions effectively with others to formulate procedures and/or arrive jointly at decisions, conclusions, or solutions.
- Ability to communicate diplomatically, clearly and effectively with a variety of people including coworkers and staff of external agencies.

DECISION-MAKING and ANALYTICAL SKILLS:

- Apply principles of logical thinking to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to use sound judgment in decision making areas.
- Ability to interpret information in mathematical, written and diagram form, such as statistical reports, profit and loss statement, financial statements and credit regulations.

EQUIPMENT/SOFTWARE:

- Use office machines such as telephones, fax machines, copiers or calculators.
- Use computers for data entry; word processing, spreadsheets, PowerPoint presentations, or custom applications.

WORKING CONDITIONS - the following physical conditions and hazards may be encountered in this position:

- The position is in an indoor environment with a moderate noise level.

PHYSICAL REQUIREMENTS:

- While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand and walk.
- The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

POSITIONS SUPERVISED:

- Nursing faculty

Signatures

I have read and reviewed the above job description with my immediate supervisor.

Employee Signature

Supervisor Signature