

JOB TITLE: Director, Practical Nursing

DEPARTMENT: Practical Nursing

LOCATION: Rolla Campus

REPORTS TO: Dean of Health Science /Vice President, Academic Affairs

FLSA: Exempt

LEVEL: Faculty

DATE: 1/11/22; 4/23/21

POSITION SUMMARY: This position is an assignment made to a faculty member teaching in the practical 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 the Rolla campus. 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.)

Master's degree in Nursing, preferred. Baccalaureate degree in nursing is minimally required. Appropriate clinical practice with minimum of five years of experience in nursing. Current, active licensure to practice professional nursing in Missouri; the candidate's license to practice professional nursing have never been disciplined in any jurisdiction.

ESSENTIAL TASKS: *(Employee must be able to perform the following essential functions to the satisfaction of the employee's supervisor.)*

- Coordinate program activities at the Rolla location with Dean of Health Science and 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.
- 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.
- 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 manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to communicate diplomatically, clearly and effectively with a variety of people including coworkers and staff of external agencies; ability to demonstrate safe work habits and safe use of equipment; 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.

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 AND SOFTWARE: Utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Datatel, etc.; office machines such as telephones, fax machines, or copiers; ability to use Smartboards; distance learning applications; Canvas; eCentral..

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.*

Environment: Work is performed primarily in a standard classroom/lab setting with frequent interruptions and distractions; extended periods of time viewing computer monitor. The employee may be required to work or meet in the evenings and/or on weekends; may be required to work clinicals as needed.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom/lab setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull up to 10 lbs; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

POSITIONS SUPERVISED: Nursing faculty

SIGNATURE: I have read and reviewed the above job description. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualification required for the job.

Employee Signature/Date

NOTICE OF NON-DISCRIMINATION: East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information, or veteran status. Inquiries related to employment practices may be directed to the Human Resources Director at 636-584- 6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.