



## JOB DESCRIPTION

<b>JOB TITLE:</b> Program Director- BSN	<b>FLSA:</b> Exempt
<b>Department:</b> BSN	<b>Date Revised:</b> 08/22/2023
<b>Nursing Security Sensitive-</b> Yes	<b>Grade:</b> Faculty
<b>Reports To:</b> Dean of Technical and Professional Education	

### Job Summary

Under the direction of the Dean of Technical and Professional Education, the Director of the BSN Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives and program compliance with THECB standards as well as gaining and maintaining full accreditation through the Accreditation Commission for Education in Nursing (ACEN). Specific responsibility for the operation of the BSN program includes the content, quality, and effectiveness of the curriculum within the program area; meeting student retention goals; staffing, training, and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed. The position requires both teaching and administrative duties.

### Essential Functions

- Formulates and implements procedures and standards of the BSN program;
- Prepares schedules and resolves course conflicts with other departments.
- Ensures that final exams are conducted according to the announced schedule;
- Ensures all final grades are submitted to the Registrar's office by the designated time.
- Prepares and submits textbook requests following College procedures;
- Works closely with faculty members within the program area in the formulation, justification, and revision of courses and curricula;
- Develop and implement recruiting and retention efforts within the program;
- Actively recruits for the program and the College, in addition, responds to all calls from prospective students;
- Teaches classes as assigned and carries out all duties of the College Instructor;
- Advises students, as appropriate;
- Evaluates faculty in the classroom to monitor the quality of instruction;
- Prepares reports, surveys, and evaluation reports in compliance with regulating agencies;
- Develops Institutional Effectiveness measures, evaluates, and tracks student progress;
- Directs the acceptance process for each incoming class of BSN students;
- Prepares reports in compliance with accreditation standards on faculty workloads, institutional costs, enrollment, and student retention;
- Prepares and administers the budgets for the program;

- Organizes and conducts information sessions and new student orientations;
- Maintains an ongoing relationship with accrediting/approval agencies and the community;
- Actively markets, recruits, and supervises BSN faculty;
- Holds regular meetings with the BSN faculty and staff;
- Maintains BSN program files, including curriculum documents, student files, and accreditation documents;
- Develops clinical sites and prepares affiliation agreements for submission to the Dean of Technical and Professional Education;
- Develops, maintains active membership, and meets with Advisory Committees for the program;
- Maintains confidentiality of information exposed in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

### **Minimum Qualifications - Education, Skills and Abilities**

- Doctoral degree in Nursing from a regionally accredited institution;
- Current Texas R.N. License;
- Minimum of 8 years of experience in the field of nursing (related clinical experience) and nursing administration;
- Minimum of 5 years of experience teaching in a nursing program or equivalent or any equivalent combination of education and experience.

### **Minimum Qualifications - Knowledge, Skills and Abilities**

- Demonstrated knowledge and competence in nursing education and administration;
- Knowledge of new trends in nursing education, professional development activities, and orientation methodology;
- Knowledge and support of the philosophy and objectives of the College;
- Skills to perform effectively in interpersonal situations;
- Skills to effectively plan work activities, schedules, priorities, and utilization of resources;
- Broad educational background and experience which demonstrates abilities in nursing practice, principles of teaching, and public relations;
- Ability to manage time and evaluate employee and/or student progress;
- Demonstrated leadership skills;
- Excellent skills in oral and written communication;
- Commitment to diversity;
- Must have the aptitude to assist both new and returning students achieve their educational goals and objectives.
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- Excellent decision-making experience
- The ability to act independently where necessary or in a team environment. Great Communication Skills and be a highly motivated, self-starter; commitment to student achievement and quality of teaching and learning
- The ability to multi-task in a fast-paced environment and consistently demonstrate the highest levels of integrity; good organizational, interpersonal, communication, and presentation skills.
- The ability to plan, prepare, and deliver quality classroom instructions in lecture and/or laboratory formats based on the approved curricula; the ability to demonstrate solid content area knowledge based on state-of-art information and technology in departmental teaching assignments.
- Ensures compliance with accreditation standards

**Work Environment**

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).
- This position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to fifty (50) pounds.
- Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.

**Special Requirements**

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?

Signature \_\_\_\_\_

Date \_\_\_\_\_