



## JOB DESCRIPTION

<b>JOB TITLE:</b> Director of Nursing	<b>FLSA:</b> Exempt
<b>Department:</b> Health Sciences - Nursing	<b>Date Revised:</b> 5/19/2015
<b>Security Sensitive:</b> Yes	<b>Grade:</b> D-62
<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 Nursing Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and program compliance with THECB standards as well as maintaining full accreditation through the Texas State Board of Nursing for both the Associate Degree Nursing and Vocational Nursing programs. These responsibilities require leadership in workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; 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.

### Essential Functions

- Formulates and implements policies and standards of the ADN and LVN programs;
- Evaluates faculty in the classroom and clinical areas to monitor quality of instruction;
- Prepares reports, surveys and evaluation reports for regulating agencies, THECB, Board of Nursing for the State of Texas, Site visits and Self-Studies;
- Develops Institutional Effectiveness measures, evaluates and tracks student progress;
- Directs the acceptance process for each incoming class of nursing students;
- Prepares reports in compliance with accreditation standards on faculty workloads; institutional costs, enrollment and student retention;
- Prepares and administers the budgets for each departmental program;
- Holds regular meetings with the nursing faculty and staff;
- Maintains current syllabi files for nursing courses;
- Insures compliance with accreditation standards;
- Serves on appropriate committees and assists in the development of College policies and procedures;
- Assists in the development of effective student-instructor relationships; hears and seeks resolution for personnel and student complaints;
- Develops and provides meaningful staff development opportunities for the nursing programs to enhance the quality of instruction, retention and recruitment;
- Directs task acceptance for each nursing class;

- Coordinates the Certified Nurse Assistant Program in conjunction with the Continuing Education staff;
- Organizes and conducts new student orientations;
- Develops clinical sites and prepares affiliation agreements for submission to the Dean of Technical and Professional Education;
- Coordinates the operation and activities in the Drs. Eric and Octavia Hall Computer Center;
- Develops, maintains active membership, and meets with Advisory Committees for each program;
- Maintains an ongoing relationship with accrediting/approval agencies and the community;
- Actively markets and recruits nursing faculty;
- Maintains confidentiality of information exposed to 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**

- Master’s 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 an Associate Degree 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;
- Ability to work effectively with a wide variety of people and institutions;
- Leadership style that emphasizes collaboration, teamwork, and facilitation;
- Ability to utilize computer based resources;
- Demonstrated ability to build consensus;
- Ability to work under stressful conditions;
- Ability to perform all essential functions of the job.

#### **Work Environment**

- Works primarily in a climate controlled environment.

**Special Requirements**

- Availability to travel and attend conferences and meetings related to the operation of the department.
- 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