

College of the Redwoods

Position Description

Position: Director of Nursing	Position Number:
Department: Nursing	FLSA: Exempt
Reports to: Vice President, Instruction	Salary Grade: 130

Summary

The Director of Nursing reports to the Vice President of Instruction and serves the District as an academic administrator responsible for overall leadership, development, direction, and administration of the associate degree and/or certificate programs in Registered Nursing, Licensed Vocational Nursing, Nursing Assistant courses, and Medical Assisting. The director meets the administrative, educational, teaching, and practice experience required by the Boards of Registered Nursing and Vocational Nursing and Psychiatric Technicians, including has a current license as a registered nurse in the state of California

Essential Duties and Responsibilities

- Oversees the development, implementation, and evaluation of the nursing and health occupations curriculum to ensure relevancy, currency, and district wide consistency.
- Provides the administrative and communication link for the department to all college constituents.
- Develops and oversees the department budget and grant funded activities.
- Prepares the class schedules of faculty teaching assignments.
- Identifies all viable clinical sites in Humboldt and Del Norte Counties and collaborate with clinical site staff to develop a clinical placement schedule for all students.
- Provides initiation, maintenance, and renewal of contracts with community agencies for student clinical experiences, coordinating shared clinical placements with other area programs.
- Promotes sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and learning backgrounds of community college students.
- Oversees the application, selection, and evaluation process for students in LVN and Nursing programs and the counseling and advisement for students completing requirements for certificates, degrees, and licensure.
- Recruits, assigns, evaluates, and supervises academic and support staff in nursing and health occupations.
- Holds regular department meetings to ensure effective communication and problem solving.
- Develops program policies and procedures in cooperation with the faculty and in consideration of student input.
- Ensures program accountability by formal assessment of the programs including policies, procedures, facilities, resources, attrition, retention, and performance of graduates.
- Represents the college at local, regional, and statewide nursing and health occupations meetings.
- Oversees the college publications pertaining to LVN and nursing.

- Prepare and submit, with the assistance of program faculty, all necessary reports to regulatory boards of nursing district wide, including necessary accreditation reports and exhibits.
- Participates in faculty evaluation process and verify that faculty members remain clinically competent and current in teaching methodology.
- Initiates and develops plans and activities for external funding related to the LVN and nursing programs in coordination with other district staff.
- Leverage resources and opportunities for expanding the Nursing program in Humboldt County and throughout the college's service area.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

Rules and regulation of the Board of Nursing, the collective bargaining agreement for faculty, ACCJC standards, ; principles of leadership, community college curriculum and instructional program development; learning theory and community college student characteristics; hiring and evaluation policies and procedures; student services programs; budgeting; laws and regulations governing California Community Colleges

Abilities

Plan and organize tasks relevant to programs needs; supervise the work of faculty and staff; relate effectively with a wide diversity of students, faculty, staff and community members; possess consensus building skills; communicate clearly both orally and in writing; maintain currency within the scope of the position; understand the needs of the community relative to the health occupations programs; demonstrate sensitivity to and respect for a diverse population; engage in critical and innovative thinking to solve problems as they arise.

Physical Abilities

Requires ability to operate a personal keyboard computer. Requires visual acuity to read words, numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience

Possession of or eligibility for current licensure as an RN in the state of California. Master's degree or higher-level degree in nursing, education, or administration. Two years experience teaching in pre- or post-licensure nursing programs. Three years experience as an RN, including one year of experience providing direct patient care, one year of teaching and/or clinical supervision, and one year experience in nursing education administration. Completion of an accredited course in administration, teaching, and curriculum. Preferred Qualifications: Two years of administrative experience in higher education

Licenses and Certificates

California RN license