


JOB DESCRIPTION

	Position Title:	Program Director		
	Department:	Nursing		
	Reports to:	Campus Director		
	Supervises:	Instructors, Lab Assistants		
	Classification:	Salaried	Status:	Exempt

IMPORTANT NOTES:

- Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUMMARY OF THE JOB:

Responsible for assessing, planning, implementing, evaluation and supervision of the nursing program and curriculum, delivery of the degree with emphasis on academic quality and program outcomes, supervision and evaluation of full-time and adjunct faculty, preparation and administration of the nursing program budget, annual plan, planning advisory board meetings as well as following up with recommendations, ensuring that Federal, State, Local, accrediting agencies and policies and guidelines are followed, planning and evaluating day to day operations.

ESSENTIAL FUNCTIONS:

Leadership, Professional Development and Scholarly Activities

- Seen as a leader, change agent and mentor to faculty, students, peers and professional colleagues.
- Promotes the vision, mission and values of the college and the Nursing program
- Maintains currency in the field as evidenced by appropriate in-services, workshops, self-study, and participation in professional organizations.
- Facilitates a positive professional image and mutual respect within nursing program, college, clinical placement sites and in the community as a whole.
- Develops and maintains the relationship between the Nursing Program and the Governing body.
- Serves and represents nursing program on appropriate college and community committees. Acts as a liaison with Texas Board of Nursing and other state and national organizations.
- Actively participates in student orientation, graduation and promotional activities of the nursing program.
- Meets regularly with faculty and leads faculty discussion regarding program needs, clinical placement sites, course schedules, accreditation, etc.
- Meets weekly with campus director to keep the line of communication open about the students, personnel, school policy, or any other issues affecting the nursing program.

Program Accreditation

- Plans and schedules at least two advisory board meetings each year, following through with recommendations and obtaining feedback that assists program to meet community and employer needs.
- Responsible for guiding and documenting the program's compliance with college, state, federal and national rules, regulations and accreditation requirements.
- Prepares appropriate reports for state and federal regulatory agencies, providing program based information and meeting timelines for submission.

Supervisory Responsibilities

- Responsible for the hiring, retention, orientation, credentialing, responsibilities, promotion and training of full and part-time faculty, as well as administrative staff positions.
- Conducts classroom observations of full time faculty and ensures part time faculty are observed and evaluated by “Lead” faculty.
- Conducts student surveys at the end of each course for each instructor.
- Ensures that classroom, student and clinical site evaluations are completed for every course each semester.
- Determines appropriate staffing patterns and the need for additional faculty release time for administrative duties, making recommendations to the Campus Director.

Curriculum Design and Evaluation of Program Outcomes

- Leads and oversees faculty in the development, implementation, evaluation, revision and updating of the curriculum to ensure rigor and currency.
- Ensures that student clinical experiences reflect current best practices and nationally establish patient health and safety goals.
- Responsible to ensure that syllabi for every nursing course meet all accreditation standards and are equivalent at each site.
- Supports faculty in meeting course objectives, outcomes, selection of textbooks, equipment and overall course management.
- Assists faculty to engage in the ongoing development, training and support needed for effective distance education modalities.
- Ensures that the curriculum includes cultural, ethnic and socially diverse concepts as well as experiences from regional, national or global perspectives.

Department Operations

- Oversees nursing program budget including: participation in the budget planning process, making purchasing and capital requests and administering the Nursing Program budget.
- Prepares and monitors the annual plan for the nursing program as required by policy.
- Maintains regular and accessible office hours for faculty, staff and student consultation.
- Works in cooperation with the College in establishing scholarships, equipment, personnel funding and capital projects.
- Administers admission, application and selection process for all nursing students.
- Ensures the development of appropriate support materials including: Nursing Faculty Handbook, Student Handbook, Job descriptions, etc.
- Assists with the appropriate verbiage for the nursing program in the school catalog and other promotional items.
- Ensures the nursing program maintains accurate faculty, course and student records.
- Participates in the process of selecting and evaluating clinical facilities/experiences, meeting with hospital representatives as needed to ensure quality student and facility outcomes.
- Prepares and reviews all part-time/adjunct faculty contracts with the assistance of administrative staff to ensure accuracy and timeliness.
- Ensures that learning environments and physical facilities (classroom, lab facilities, offices, etc.) support the achievement of program outcomes as well as meeting the needs of faculty, staff and students.
- Verifying student’s completion of program requirements
- Completing and submitting the Texas BON Affidavit of Graduation
- Completing and submitting the Texas BON Educational Program Information Survey (NEPIS) and Compliance Audit (CANEP) by the required dates.
- Other duties as assigned.

PROFESSIONAL/PUBLIC ACTIVITIES: (OPTIONAL)

- Community organizations

KNOWLEDGE/ SKILLS/ABILITIES:

- Documented knowledge and skills related to teaching, teaching methodology, curriculum development and curriculum evaluation.
- Excellent verbal and written communication skills with ability to work effectively with administration, staff, faculty, students and clinical facilities.
- Demonstrated ability to plan, organize and evaluate complex programs and processes.
- Demonstrated ability to manage multiple projects and priorities.
- Knowledge and proficiency in computer programs and software.
- Successful experience managing faculty and staff.

QUALIFICATIONS AND EXPERIENCE:

- Active license in good standing to practice as a Registered Nurse in Texas.
- Doctorate degree with a major in Nursing.
- Three years of teaching experience in a professional nursing educational program.
- Have demonstrated knowledge, skills and abilities in administration within a professional nursing educational program.

COMPETENCIES REQUIRED:

1. Communication Proficiency.
2. Leadership.
3. Decision Making
4. Strategic Thinking.
5. Time Management.

PHYSICAL REQUIREMENTS:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.
2. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand, walk, and/or sit for extended periods of time, and have sufficient hand, arm and finger dexterity to operate lab equipment and office equipment.

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities.

I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.