

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DIRECTOR OF THE ASSOCIATE DEGREE NURSING PROGRAM AND ALLIED HEALTH

BASIC FUNCTION:

Under the direction of the assigned administrator, plan, organize, implement, coordinate and evaluate the Associate Degree Nursing (ADN) program, and Allied Health (AH) programs and courses.

REPRESENTATIVE DUTIES:

Ensure compliance with VVC Nursing and AH policies, procedures & standards established by VVCD. *E*

Recommend to the Chief Instructional Officer matters pertaining to course offerings, staffing and facilities needs. *E*

Develop with the dean, department chairpersons, and faculty the schedule of course offerings and clinical rotation assignments. *E*

Provide a variety of technical program information and assistance to faculty, administrators, staff, clinical agencies and health facilities in order to maximize the implementation of student learning outcomes. *E*

Coordinate the selection of textbooks, equipment, supplies and teaching material for the instructional faculty. *E*

Schedule and assign faculty for teaching loads and committees. Delegate duties of team members for respective nursing and allied health courses to maintain a balanced workload among the faculty. *E*

Plan, implement, and evaluate nursing and allied health faculty orientation; Evaluate performance of nursing and allied health faculty according to district policy. *E*

Serve as chairperson of the ADN Faculty Committee, Nursing and Allied Health Advisory Committees; serve on college, community and educational committees as needed. *E*

Prepare state and national reports, self studies, and site visits required by accrediting and governmental agencies. *E*

Prepare annual budget and maintain cost controls including district and VVCD Foundation accounts. *E*

Board approval: 11/11/08

Maintain required data and confidential information, committee meeting minutes, and confidential information within the department. *E*

Initiate, implement and monitor contractual agreements with external facilities ensuring that they are current and have appropriate approval. *E*

Submit curriculum changes, revisions and or additions of courses to the VVC Curriculum committee. *E*

Direct a program of staff development and departmental policies and practices conducive to the welfare of staff, faculty and students. *E*

Serve as the liaison with VVC Counseling, Admission and Records Department to assist with student admission, placement, course completion and graduation. *E*

Assist in writing grant proposals and monitoring and reporting grant funds. *E*

Serve as second level grievance in Nursing and AH grievance process. *E*

Assist in the development of VVC Master Plan, Program Review, Faculty Handbooks, required accreditation documents and maintain a comprehensive system of records. *E*

Act as primary liaison to develop and maintain collaborative relationships with clinical facilities, advisory boards, and other health programs within and outside of the District. *E*

Participate in recruiting, selecting and orienting faculty and staff. *E*

Supervise and evaluate assistant director, faculty and classified staff in the department. *E*

Encourage participation in professional development, staff education and cross-training. *E*

Coordinate with faculty and oversee student orientation to the programs, clinical sites, student events and community projects. *E*

Monitor and coordinate the health science computer lab classrooms and laboratory equipment. *E*

Ensure consistency and accuracy for related programs, college publications and outreach materials. *E*

Coordinate learning and testing activities in the Health Science Computer Lab. *E*

Develop department strategic plan (5 yr – 10 yr) based on community needs, student learning needs and available resources. *E*

Perform other related duties as assigned.

Board approval: 11/11/08

KNOWLEDGE AND ABILITIES:**ABILITY TO:**

Maintain an educational environment within the Nursing and AH Programs.

Maintain a comprehensive system of records.

Serve as resource person and role model to the faculty and students.

Plan, organize, coordinate, direct and evaluate the nursing education program of the District

Manage details of multiple and complex projects.

Interpret and apply mandated federal, state and accrediting agency program regulations and applicable District policies and Education Code sections.

Establish and maintain cooperative and effective working relationships with others.

Compile and prepare reports for program evaluations.

Supervise, schedule, train and evaluate instructors and staff.

EDUCATION AND EXPERIENCE:

Any combination equivalent to a master's degree or higher in Nursing, Education, or Administration; AND a minimum of two (2) years of full time experience with direct responsibility for and involvement in the administrative decision making process of an educational program; AND two years of full time experience teaching in an accredited nursing program; AND two years of full time experience as a registered nurse providing direct patient care.

LICENSES AND OTHER REQUIREMENTS:

Must hold, or be eligible to obtain and provide prior to employment, a current, valid license to practice as a professional nurse in the state of California. Additionally, possess the educational administrative experience to meet CA Board of Registered Nursing requirements for appointment as a director.

WORKING CONDITIONS:

In order to communicate this position requires ability to hear and speak;-Incumbent may be exposed to individuals with contagious diseases, contaminated body fluids, medical supplies, chemicals, sharp objects, verbally and physically abusive individuals.