

**TITLE: Director, Associate Degree Nursing Program**

**CLASSIFICATION: Management Team – Educational Administrator**

**SALARY RANGE: 28**

**SCOPE OF POSITION:**

The Director of the ADN Program participates in the overall development of policies and procedures pertaining to the planning and implementation of activities that will enable the ADN Program to remain compliant with the rules and regulations as set forth by the Board of Registered Nursing and coordinate those policies and procedures to ensure compliance with SRJC regulations, policies, and procedures.

Under the oversight of the Dean, Health Sciences and the Vice President of Academic Affairs/Assistant Superintendent, the Director is required to plan, organize, manage, and direct designated operations, activities, curriculum, and services of the Associate Degree Nursing (ADN) Program; coordinate and direct communications, staff, resources, budget, curriculum, schedules and information to meet the instructional needs and enhance the educational effectiveness of designated programs and services; participate in educational planning and program development; recruit, conduct BRN approvals for instruction, assign, supervise and evaluate the performance of RN faculty and staff; responsibility for the nursing total program evaluation and annual reporting for compliance with BRN regulations and grant reporting; and act as District liaison to the Board of Registered Nursing (BRN) for all matters concerning legislated nursing education compliance.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Manage program plan, organize, and direct designated operations, activities, programs and services of ADN Program; assist in establishing and maintaining program timelines and priorities; ensure that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures;
2. Manage and maintain compliance with Board of Registered Nursing (BRN) requirements. Complete annual required reports and approval forms for the BRN and ADN programs including but not limited to faculty and curriculum approvals; submission of requests for faculty and clinical site approval; and conformity with all existing and legislative mandates.
3. Responsible for the supervision and accurate preparation of the BRN self-study for state program accreditation and facilitate the onsite continuing approval visit every five years.
4. Manage and implement compliance with all college labor union contracts, initiate full time and associate faculty recruitments as needed, orient all new faculty and staff to the ADN program, and provide professional development opportunities for faculty and staff in compliance with college mandates and BRN requirements. Oversee recruitments and the tenure review process for assigned instructional areas; coordinate tenure teams, meetings, class observations and timely completion of required documentation
5. Ensure the coordination and direction of personnel, curriculum, schedules and information to meet the instructional needs and enhance the educational effectiveness of RN programs and services; collaborate with the Dean in the planning, development and implementation of RN programs, services, strategies, processes, systems, projects, schedules, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review, and resource planning and prioritization.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

6. Supervise the independent ADN program admission procedures and processes, review and oversee the use of the Chancellor's formula for individual applicant probability of success scoring, submission of applications for lottery selection, notification of students of selection status, and facilitate new student orientations each semester.
7. Oversight of mandated Health Requirement compliance tracking as specified by the BRN and clinical agencies.
8. Ensure that student exits from and readmission to the nursing program are in conformity with BRN legislation, college policies and the ADN Student Handbook policies, providing individual counseling for student academic concerns and referrals to college resources.
9. Evaluate and process student transcripts at program completion and send mandated annual reports to the BRN.
10. Monitor compliance of student grievances with college processes and policies.
11. Develop and maintain relationships with local clinical agencies and skilled nursing facilities to ensure adequate and appropriate clinical rotations for 240 ADN nursing students and their faculty instructors.
12. Coordinate and administer the ADN skills lab and simulation lab; develop and approve the skills lab schedule for Health Science programs; monitor inventory in the skills lab and oversee maintenance and repairs for equipment.
13. Collaborate with faculty on all curriculum development and review, including the development and assessment of student learning outcomes; develop course schedules, and monitor enrollments and faculty loads; manage enrollment including student progress, orientation and on-boarding in the ADN Program; monitor, analyze and adjust courses in response to student needs to meet contractual requirements for placement in clinical agencies; recommend course amendments and curriculum updates and changes as appropriate.
14. Supervise and evaluate the performance of assigned fulltime and associate faculty, as well as direct report classified staff at proscribed intervals stipulated by the college policies and union contracts; recommend transfers, reassignment, termination and disciplinary actions; administer work assignments and schedules, and review work to ensure compliance with established standards, requirements and procedures.
15. Ensure continuing activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to assigned programs and services; direct the scheduling, development and implementation of staff development activities, and preparation and distribution of related training and informational materials.
16. Provide consultation and technical expertise to faculty, staff, students and external agencies and others concerning California Board of Registered Nursing Program operations and activities; respond to inquiries, resolve issues, and provide detailed and technical information concerning nursing education programs, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures; serve as advocate for students and ensures that students receive due process.
17. Coordinate programs, services and communications between faculty, staff, students and external agencies, Programs, educational institutions, outside agencies, governmental organizations, students and the public; establish and maintain partnerships in support of Program activities; assure proper and timely resolution of student, staff and administrative issues.
18. Administer the ADN grant budgets and submit detailed quarterly and yearly reporting; participate in the development and preparation of the annual preliminary budget for the instructional operations, activities, program and services of assigned Program; analyze and review budgetary and financial data.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

19. Provide technical information and assistance to the Dean of Health Sciences regarding instructional services, activities, needs and issues/ participate in the formulation and development of policies, procedures, and programs.
20. This position is required to serve as a chairperson for ADN advisory, and nursing council meetings; attend and represent the District at regional and State nursing related meetings; prepare and deliver oral presentations concerning related programs, services, needs and issues.
21. Provide support to the college public relations department to maintain the reputation and enhance the program profile of the SRJC ADN program for the community.
22. Act as an approved observer for enforcement of California Board of Registered Nursing licensing legislation.

**KNOWLEDGE OF:**

1. Curriculum standards, requirements, interpretation and application in assigned programs and services.
2. Rules and regulations as set forth by the BRN that govern undergraduate professional nursing educational programs
3. College, State and Federal standards and requirements governing college district instructional programs.
4. Instructional techniques and strategies related to assigned instructional programs and services.
5. Title V and Title IX regulations and applicable sections of the California Education Code.
6. Principles of leadership, community college curriculum and instructional program development.
7. Learning theory and community college student characteristics.
8. Nursing education learning theory and evidence-based practice.
9. Equal Opportunity Employment, hiring, and evaluation policies and procedures; local, state, and federal employment regulations.
10. Student services and support programs such as Disability Resources, DEIA provisions, and scholarship and funding vehicles.
11. Standard practices of accounting, budgeting, purchase ordering, and financial reporting.

**ABILITY TO:**

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
3. Plan and organize tasks relevant to program needs.
4. Relate effectively with a wide diversity of students, faculty, staff and community members.
5. Possess diplomacy and consensus-building skills.
6. Demonstrate sensitivity to, and respect for, a diverse population and maintain principles of inclusion and just culture in the ADN program.

**ABILITY TO – Continued**

7. Communicate clearly, both orally and in writing.
8. Maintain currency within the scope of the position.
9. Understand the needs of the community relative to the ADN Program.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Master's Degree.

*Experience:*

One year of formal training, internship or leadership experience reasonably related to this assignment.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbent must hold a clear license as a California Registered Professional Nurse, and must meet the minimum requirements of the California Board of Registered Nursing (BRN) for approval as Director of a professional prelicensure nursing program.