



Position: Director of Nursing Programs
Department/Site: Nursing and Allied Health

Position Number:
FLSA: Exempt, 481 WBT/TT1 1 Tf0.0

- Maintains compliance with clinical requirements for students and assigned faculty.
- Prepares reports required for continuous compliance, approval, and/or accreditation with mandates of the California Board of Registered Nursing (BRN), the California Board of Registered Vocational Nursing and Psychiatric Technicians (BVNPT), and the Accreditation Commission for Education in Nursing (ACEN-RN/-PN).
- Collaborates with nursing faculty and the college Curriculum Committee in developing, implementing, evaluating, and modifying vocational and registered nursing curricula.
- Plans, organizes, and directs class scheduling and instructor assignments; ensures that programs are well represented in print or electronic materials, including catalogs and schedules; ensures that curriculum, instruction delivery methods, and course and program articulation are kept current, represent current and best practices, and comply with all legal requirements.
- Manages and participates in the development and administration of the programs' annual budgets; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures; directs and implements adjustments as necessary; allocates funds to optimize functioning of the nursing programs.
- Applies for, implements, and coordinates the provisions of local, state, and/or federal grants according to District policies and procedures.
- Recruits, screens, recommends, and evaluates diverse and highly qualified faculty in accordance with local, state, and federal laws and regulations.
- Mentors full- and part-time faculty and staff involved in the nursing programs; identifies training needs and arrange professional development opportunities.
- Directs program development and review; monitors, evaluates, and adjusts programs in response

QUALIFICATIONS

Knowledge of:

- Theories, principles, and practices associated with higher education curricula and instruction, student support services, student learning, and student success.
- Nursing curriculum design, nursing program review/evaluation processes, clinical and classroom nursing education pedagogy, and California Chancellor's Office and BRN and BVNPT

data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with members of the public or with staff under emotionally stressful conditions while interpreting and enforcing program policies and procedures.