

West Hills Community College District

Position Description

Position: Director of Nursing	
Department/Site: Nursing	FLSA: Exempt
Reports to/Evaluated by:	Salary Grade: 44

Summary

Under the direction of an assigned administrator, and the policies and administrative regulations of the West Hills Community College District.

Essential Duties and Responsibilities

- Develop, organize, and administer the Nursing Program.
- Evaluate and improve the program through study, analysis and planning.
- Maintain program accreditation.
- Secure and hire, regular, adjunct and substitution nursing faculty.
- Coordinate and administer performance evaluations of nursing faculty.
- Recommend teaching, room and class assignments.
- Monitor enrollment and made recommendations according to trends/fiscal demands.
- Arrange for off-site facilities for clinical instruction.
- Provide leadership in curriculum development and improvement of regular review.
- Provide leadership in curriculum evaluation and revision of currency and relevance.
- Implement student selection process and maintain student records.
- Mediate issues involving students and staff.
- Manage program budgets and develop budget recommendations.
- Approve purchase of supplies and equipment.
- Prepare program reports.
- Assist in the planning and organization of other in-service educational programs.
- Calls, attends and presides at nursing advisory committee meetings.
- Liaison between nursing faculty and administration.
- Promotes, publicizes and represents the program.
- Secures external funding for the program.
- Evaluate programs in order to comply with the criteria established by the regulatory agencies
- Maintain Program accreditation with various governmental agencies
- Secure and hire regular, adjunct, and substitute faculty, when necessary
- Assist faculty and others, where appropriate, in the development of Student Learning Outcomes (SLOs) and the determination of their effectiveness in helping students achieve their desired learning outcomes. In addition, provide leadership for the development of SLOs within their program areas of responsibility.
- Perform other duties as assigned

Qualifications

▪ Knowledge and Skills

A director of a nursing program shall have completed a course or courses offered by an accredited school with instruction in administration, teaching, and curriculum development.

▪ **Abilities**

Desirable Qualifications

- Teaching experience in an Associate Degree or higher-level nursing program.
- Experience preparing and managing budgets.
- Knowledge of and experience with the Board of Registered Nursing (BRN) regulations.
- Experience building community partnerships.
- Experience mentoring, assigning, supervising, and evaluating faculty.
- Demonstrated ability to communicate effectively.
- Demonstrated excellence in nursing practice.
- Knowledge of and experience in securing external funding.

▪ **Physical Abilities**

Position requires hearing, moderate lifting, bending and reaching above shoulder, sitting or standing for extended periods, speaking to exchange information and interview students, and dexterity of hands and fingers to operate a computer terminal and other office equipment.

▪ **Education and Experience**

1. Hold a current California active license as a Registered Nurse; and
2. Hold a Master's Degree from an accredited college or university which includes course work in nursing, education or administration; and
3. Have a minimum of one years experience in an administrative position; and
4. Have a minimum of two years experience teaching in a pre or post licensure nursing program; and
5. Have at least one year's experience as a registered nurse providing direct patient care; or
6. Equivalent experience and /or education, as determined by the BRN.

▪ **Licenses and Certificates**

Hold a current California active license as a Registered Nurse