

## LICENSED VOCATIONAL NURSING PROGRAM DIRECTOR

### Job Description

<b>CATEGORY:</b>	Faculty (12-Month)
<b>POSITION STATUS:</b>	Full-Time
<b>FLSA STATUS:</b>	Exempt
<b>SALARY CODE:</b>	Salary Commensurate with Education and Experience

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

### JOB SUMMARY

Responsible for all aspects of the program, including the administration, planning, continuous review, development, and general effectiveness of the program as well as all duties as defined for full-time faculty. Responsibilities also include meeting and maintaining program accreditation requirements, systematic review of program effectiveness among didactic, laboratory, and clinical components, student recruitment, committee assignments and serving as a liaison with health care facilities.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, administers, manages, and evaluates the Vocational Nursing Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, learning labs, on-line tutoring, and other learning support services.
- Provides leadership and vision for the creation and implementation of a strategic plan for the Vocational Nursing Program.
- Develops and implements program changes and courses in response to the needs of the community.
- Functions as the instructional leader for the Vocational Nursing Program in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
- Interacts with community groups, local school districts and business and industry regarding their specific training needs.
- Assists in the development and the writing of proposals.
- Provides recommendations to the Dean of Health Professions for the employment, assignment, evaluation and professional development of all full-time and adjunct Vocational Nursing Program faculty.
- Verifies and approves Vocational Nursing Program faculty credentials in collaboration with the Dean of Health Professions.
- Participates in faculty and committee activities.
- Reviews, maintains and evaluates the Vocational Nursing Program budget and directs appropriation of funds and expenditures relating to the program and courses.
- Develops, implements, monitors and revises Vocational Nursing Program policies and procedures in collaboration with the Dean of Health Professions.

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- Leads the process for systematic Vocational Nursing Program review and evaluation as per the model adopted by the College.
- Develops and maintains positive partnerships with the Texas Higher Education Coordinating Board (THECB), the Texas Workforce Commission, local workforce boards, local economic development agencies, program advisory committees, business and industry, school districts, and other governmental, community, business and educational institutions of the College's service area to ensure the needs of the area businesses, credit, and non-credit students are met.
- Develops marketing and promotional strategies for the Vocational Nursing Program and courses.
- Works with the dean, faculty and staff to resolve student issues and complaints in compliance with College policies and procedures.
- Serves as a liaison or representative on instruction-related committees on behalf of the Vice President and the Dean of Healthcare Career and Technical Education, as needed.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite (which may be on campus or at an off-site location).
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Promotes positive morale and teamwork within the functional unit and provides exceptional customer service to students, faculty and the community.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Assists with the process for systematic review and evaluation of the planning unit per the model adopted by the College, including the development and monitoring of outcomes and plans of action for improvement based on the assessment of those outcomes and plans.
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Performs duties and responsibilities within a high-tech all-digital environment.
- Performs other duties as assigned.

### REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated ability to teach.
- Demonstrated knowledge of the Vocational Nursing Program curriculum and program development and evaluation, as well as needs assessment and marketing of the program.

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- Demonstrated knowledge of the planning, implementation and monitoring of program budget in an educational environment.
- Demonstrated knowledge in non-credit revenue-based programs, grant writing and the RFP process.
- Demonstrated knowledge of the rules, regulations and principles of the THECB, Workforce Education Course Manual, and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated knowledge in the administration and development of the Vocational Nursing Program designed to meet the needs of health care organizations and entrepreneurial activities and programs designed to meet the needs of adults and the business community.
- Ability to use and enhance the teaching and learning process through the use of technology.
- Ability to collaborate with various educational, business, and/or government groups.
- Understands the federal, state, local and private grant-funded Vocational Nursing Program.
- Ability to organize develop and implement operational systems; writes guidelines in an educational setting; and manages a high volume workflow office.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- In-depth understanding of planning, program development, evaluation, and budgeting.
- Ability to work under pressure with multiple interruptions and meet deadlines.
- Cooperation team player in a diverse working environment.
- Ability to thrive in a fast-paced, customer-service oriented collaborative team environment.
- Ability to handle sensitive and extensive confidential data.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

### REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree with a major in nursing from an accredited college or university.
- Five years (5) of varied nursing experience since graduation from a professional nursing education program.

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- The program director must be approved by the Texas Board of Nursing within three (3) months of hire.

### **PREFERRED EDUCATION AND EXPERIENCE**

- Master's degree from an accredited college or university.
- Teaching and administrative experience in a comprehensive community college setting.
- Five years of nursing experience in supervision or teaching.
- Employment experience in business and industry.

### **CERTIFICATES AND LICENSURES**

- Current license to practice as a registered nurse in the State of Texas.

### **PHYSICAL DEMANDS**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

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**Notes:**

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Representative: \_\_\_\_\_ Date: \_\_\_\_\_

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## Posting Specific Questions

Required fields are indicated with an asterisk (\*).

1. \*How did you hear about this employment opportunity?
  - TSC Website
  - HigherEdJobs
  - Indeed
  - LinkedIn
  - Specialty Job Board
  - Facebook
  - Work-In-Texas / Texas Workforce Commission
  - Job Fair
  - Personal Referral
2. \*Do you have a Bachelor's degree in Nursing from an accredited college or university?
  - Yes
  - No
3. \*Do you have a current license to practice as a registered nurse in the State of Texas?
  - Yes
  - No
4. \*Do you have five (5) years of varied nursing experience since graduation from a professional nursing education program?
  - Yes
  - No
5. \*Will anything prevent you from being approved by the Texas Board of Nursing within three (3) months of hire?
  - Yes
  - No
6. Do you have a master's degree from an accredited college or university?
  - Yes
  - No
7. Do you have five (5) years of nursing experience in supervision or teaching?
  - Yes
  - No
8. Do you have teaching and administrative experience in a comprehensive community college setting?
  - Yes
  - No
9. Do you have employment experience in business and industry?
  - Yes
  - No