

Classification Description

<u>Job Title:</u>	Director, Nursing	<u>Pay Grade:</u>	Administrator
<u>Division:</u>	Academic Affairs	<u>FLSA Status:</u>	Exempt
<u>Reports To:</u>	District Dean, Professional and Technical Studies and Edison Online	<u>Job Code:</u>	2200

Job Purpose

This is responsible, professional work in coordinating and implementing the Associate in Science Degree in Nursing (ADN) program within available resources. Work includes planning, implementing, directing, and evaluating of effective and efficient instructional systems consistent with college functions, college philosophy, and accreditation standards.

General Responsibilities

Essential Functions

Provides leadership for and direction to faculty in the development and delivery of instruction. Monitors the instructional program and provides guidance for the improvement of instructional quality.

Provides an effective and efficient system for the delivery and evaluation of program courses.

Provides an effective communication system within the program and external agencies which fosters the exchange of ideas, and which provides opportunities for faculty/staff to participate in the decision making process.

Coordinates the preparation of the program budget, and monitors budget expenditures to maximize utilization of available resources.

Provides accurate information for the printing of class schedules and the college catalog.

Provides for an effective organization through the hiring, training, evaluation and motivation of program personnel. Develops and maintains an organizational structure that ensures effective and efficient program operations.

Develops and maintains satisfactory relationships with community groups, agencies or institutions that provide facilities, state, regional and national agencies, the Edison State College administration and related health units.

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Maintains program accreditation.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned Master's degree from a regionally accredited institution of higher education with a major in nursing (MSN).

An earned Doctorate from a regionally accredited institution of higher education in nursing or a related discipline.

Successful NLNAC accreditation experience.

Academic preparation for administration and evaluation and three (3) years of successful experience as a program administrator preferably with a nursing program in a community college.

Demonstrated successful teaching experience preferably at the community college level.

Licensed in the State of Florida (RN) or eligible.

Successful experience in: curriculum design, evaluation of student performance, and academic counseling.

Demonstrated successful human relations/leadership/management skills.

Personal and educational philosophy compatible with the mission, goals and objectives of Edison State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

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Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.

Preferred Qualifications

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: 3/18/96; Revised: 5/9/00; 8/5/02; 08/02/07; xx/xx/2012