

Classification Description

Job Title: Program Director, AS Nursing

Pay Grade: 120

Job Code: 3309

FLSA Status: Exempt

Job Purpose

The purpose of the Program Director, Associate of Science in Nursing (ASN) is to serve as a program administrator of the Associate of Science in Nursing degree program within the School of Health Professions Department of Nursing. Work includes planning, implementing, directing and evaluation of effective and efficient instructional systems within available resources, consistent with regional and program accreditation standards, federal and state statutes, and the College mission.

General Responsibilities

Essential Functions

Provides instructional support, as assigned by the Associate Dean, Nursing Programs, in the delivery of didactic, clinical, laboratory, simulation and online education within the ASN program. Establishes and interprets program policies and procedures consistent with College instructional policies.

Establishes ASN program goals and objectives in cooperation with the Associate Dean, Nursing Programs, Dean of the School of Health Professions, program advisory committees, if applicable, and/or other program faculty/administrators.

Provides an effective organization through the hiring, training, evaluation and motivation of ASN program instructional and support employees. Develops and maintains an organizational structure that ensures effective and efficient ASN program operations and student learning outcomes.

Develops and maintains curriculum, course syllabi, and evaluates curriculum and procedures in cooperation with the administration and nursing faculty.

Provides an effective and efficient system for assessment, delivery and evaluation of ASN program courses. Monitors the instructional delivery system as assigned, and provides guidance for the improvement of instructional quality at each campus on a regular scheduled basis to ensure uniform and consistent practice within the ASN program guidelines.

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Provides an effective communication system within the ASN program and with associated external agencies, community groups or other related organizations to foster the exchange of ideas, while providing opportunities for faculty and staff to participate in developing recommendations to enhance the ASN program.

Prepares and recommends the ASN program budget; monitors expenditures to maximize the utilization of available resources.

Recruits and advises students who demonstrate an interest in the ASN program; creates and manages recruitment events as appropriate for the ASN program.

Oversees the selection of students who are admitted to the AS in Nursing Program.

Coordinates student learning experiences and provides guidance to students to ensure retention and student success.

Secures and maintains facilities and equipment assigned to the ASN program.

Provides accurate and timely information for the printing and publication of class schedules, ASN program recruitment brochures, information/application packets and the College catalog.

Maintains continued ASN program accreditation status with SACS and other appropriate ASN program accrediting agencies; manages and accepts responsibility for the outcome of future accreditation/reaccreditation processes.

Compiles measurable outcomes of ASN program effectiveness and student success.

Coordinates and participates in advisory committees, department meetings and other ad hoc committee work as assigned.

Teaches one (1) course per semester (Fall and Spring), up to three (3) semester hours per course, as assigned by the supervisor.

Performs other duties as assigned.

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

Master's Degree in Nursing from a regionally accredited institution of higher education.

Licensed in good standing in Florida as a Registered Nurse.

Five (5) years of full time, professional experience in a clinical and hospital setting.

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

Ability to independently travel to all FSW campuses in Lee, Charlotte, Collier and Hendry counties and other locations for College business.

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

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- 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.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

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.

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- 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: June 13, 2022. Revised: July 1, 2023.