



JOB DESCRIPTION

JOB TITLE: Director of Nursing	FLSA: Exempt
Department: Health Sciences - Nursing	Date Revised: 09/23/2024
Security Sensitive: Yes	Grade: D-62
Reports To: Dean of Technical and Professional Education	

Job Summary

Under the direction of the Dean of Technical and Professional Education, the Director of the BSN Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives of the BSN program. This position is responsible for program compliance with THECB standards as well as maintaining full accreditation through the Accreditation Commission for Education in Nursing (ACEN). Specific responsibility for the operation of the BSN program includes the content, quality, and effectiveness of the curriculum within the program area; staffing, training, and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; developing and maintaining the program budget and generating program reports as needed. The position requires both teaching and administrative duties.

Essential Functions

- Formulates and implements procedures and standards of the BSN program;
- Prepares schedules and resolves course conflicts with other departments;
- Ensures that final exams are conducted according to the announced schedule;
- Ensures all final grades are submitted to the Registrar's office by the designated time;
- Prepares and submits textbook requests following College procedures;
- Works closely with faculty members within the program area in the formulation, justification, and revision of courses and curricula;
- Develop and implement recruiting and retention efforts within the program;
- Actively recruits for the program and the College, in addition, responds to all calls from prospective students;
- Teaches classes as assigned and carries out all duties of the College Instructor;
- Advises students, as appropriate;
- Prepares and administers the budgets for the program;
- Maintains confidentiality of information exposed in the course of business regarding students, supervisors, or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Qualifications - Education, Skills and Abilities

- Masters Degree in Nursing from an institution that is accredited by an USDE-recognized agency; Doctoral degree in Nursing or related field preferred;
- Current R.N. License that is valid in Texas;
- Minimum of 8 years of experience in the field of nursing (related clinical experience) and nursing administration;
- Minimum of 5 years of experience teaching in a nursing program or equivalent; or any equivalent combination of education and experience.

Minimum Qualifications - Knowledge, Skills and Abilities

- Demonstrated knowledge and competence in nursing education and administration;
- Knowledge of new trends in nursing education, professional development activities, and orientation methodology;
- Knowledge and support of the philosophy and objectives of the College;
- Skills to perform effectively in interpersonal situations;
- Skills to effectively plan work activities, schedules, priorities, and utilization of resources;
- Broad educational background and experience which demonstrates abilities in nursing practice, principles of teaching, and public relations;
- Ability to manage time and evaluate employee and/or student progress;
- Demonstrated leadership skills;
- Excellent skills in oral and written communication;
- The ability to plan, prepare, and deliver quality classroom instructions in lecture and/or laboratory formats based on the approved curricula; the ability to demonstrate solid content area knowledge based on state-of-art information and technology in departmental teaching assignments.
- Ensures compliance with accreditation standards

Work Environment

- Work primarily in a climate-controlled environment with minimal safety/health hazard potential. Sedentary, sitting, walking, frequent near vision use for reading and computer use; frequent stressful conditions (cardiovascular).
- This position requires average agility and good physical condition. Ability to lift and carry moderately heavy materials weighing up to fifty (50) pounds.
- Work requires lifting, stooping, bending, stretching, walking, standing, pushing, pulling, and other physical exertion.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?

Signature _____

Date _____

