

JOB DESCRIPTION



Position Title: Assistant Director of Nursing

Department: Nursing

Employment Category: Exempt Staff

Primary Location: District Wide
Based at the Downtown Center

FLSA Classification: Exempt

Remote Work Eligible: No

Grant funded position: Yes

Parameters: Full-time; 12 months/year

Pay Grade: EX12 +Industry Impact Stipend

Position Summary: The Assistant Director of Nursing is responsible for the coordination of the nursing expansion program, including the admission and advising processes, student retention and remediation activities, and collaborating with the Director of Nursing to perform program assessment and evaluation.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Coordinates the nursing expansion project with the Director of Nursing and the Dean of Nursing and Allied Health.

Provides oversight of the nursing program admissions and advising process in conjunction with the advising department; advises students of program requirements, policies, and academic progress; teaches classes as assigned

Performs program assessment, and evaluation of outcomes in collaboration with the director; of nursing and CNA Coordinator. Communicates with clinical site managers, nursing associate faculty, college administrators, colleagues, updates nursing policies in accordance with established regulations and standards

Assists with developing alternative teaching strategies to support varied learning styles in both the lab and clinical areas; plans and implements strategies for retention; oversees the collection of data related to student retention and retention strategies

Provides NCLEX and CNA State Examination preparation to students and assists them in using program resources to achieve success

Works collaboratively with the Office of Institutional Effectiveness in conducting surveys for the nursing programs

Represents the college and the nursing program at state and regional meetings, conferences and/or seminars; participates in professional organizations

Performs other related duties as assigned

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General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in nursing from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education
Current Arizona professional Registered nursing license or ability to obtain
Two years' experience teaching as a full-time nursing instructor or in nursing administration
Three years' professional work experience employed as a registered nurse
Valid AZ drivers' license and ability to obtain clearance to drive under the college's insurance policy
Level One Fingerprint Clearance Card

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities has been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures
Knowledge of current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications
Working knowledge of nursing practices and the Arizona State Board of Nurse Practice Act
Knowledge of management practices and principles
Knowledge of academic advising protocol
Knowledge of program management and development
Skill interpreting and applying national accreditation regulation, standards and/or policies
Skill in supervisory practices and techniques
Skill in establishing and maintaining effective working relationship with other department staff, faculty, and students and the public
Skill in presenting ideas and concepts orally and in writing
Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner
Ability to relate to a diverse population and to maintain composure when faced with difficult situations
Ability to organize, prioritize, and follow multiple tasks to completion with attention to detail
Ability to work independently while contributing to team environment
Ability to analyze problems, identify solutions and take appropriate action, resolve problems using independent judgment and decision-making processes
Ability to establish and maintain effective working relationships with supervisors, other department staff, students and the public
Ability to work under pressure with frequent interruptions

Work Environment: Work is primarily performed under general supervision in a typical classroom or office setting with appropriate climate controls. Travel, evening and weekend work may be required.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

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Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports to: Director of Nursing

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.