

FORT SCOTT COMMUNITY COLLEGE
Position Description NU01

NAME: _____ JOB TITLE: Director of Nursing/Allied Health

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Dean of Instruction

MONTHS PER YEAR: 12 HOURS PER WEEK: Exempt Original: 02.20.01
UPDATE: 02.05.2018

CREDENTIALS:

1. Licensed professional registered nurse in State of Kansas
2. Successful experience in administration or teaching
3. Master's Degree in Nursing (Ref. **60-2-103 of Kansas Nurse Practice Act**)

JOB PURPOSE:

1. Assessment of current trends in health care and maintenance of a program which meets the needs of the community and area
2. Development, implementation, and evaluation of educational programs in nursing and allied health
3. Recruitment, advising, and counseling of nursing and allied health students

SUPERVISORY RESPONSIBILITIES:

Supervises all nursing and allied health instructors, both full time and part time, support staff, and work-study students as needed. Duties include recommendation for hiring, terminations, and salary changes; and recommending work unit budget to VP Academic Affairs.

MAJOR JOB DUTIES:

1. Department management
 - Per diem operations
 - Compliance officer for KSBN and ACEN requirements
 - Maintenance and Help Desk requisitions for Burke Street Campus
2. Personnel supervision
3. Preparation and administration of the departmental budget
4. Develop and submit grant funding requests
5. Submit requests for department purchases with input from faculty and staff
6. Curriculum development and oversight in conjunction with Nursing faculty
7. Review student files for completeness and qualifications prior to faculty review and selection
8. Provide coverage for teaching vacancies on an emergent basis
9. Coordinate and/or provide TEAS entrance exam testing
10. Coordinate textbook orders with the FSCC Bookstore
11. Coordinate course schedules with the Instruction Office
12. Coordinate Program Evaluation in conjunction with Nursing faculty
13. Coordinate course approvals, scheduling, testing services, and compliance with KDADS/HOC courses
14. Faculty development
15. Student advisement, counseling, and enrollment
16. Work with FSCC Occupational Recruiter for student recruitment
17. Develop and present new student orientation
18. Maintain membership in area, state, and national nursing organizations
19. Attend KSBN Education Committee meetings

20. Maintain clinical agency contracts
21. Maintain full-time and part-time nursing faculty files
22. Maintain department handbooks and department policies and procedures
23. Member of Pittsburg State University's Nursing Advisory Board
24. Member of Nevada Technical Center's PN Advisory Board
25. Member of FSCC Curriculum Committee (Chair 2010-2012)
26. Coordinate and chair Advisory Board Meetings for the Nursing Department
27. College and community service
28. Other duties as assigned to Division Chair

Salary Range is based on experience and credentials

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.