

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description NU01**

NAME: \_\_\_\_\_ JOB TITLE: Director of Nursing

DIVISION/DEPARTMENT: Nursing

RESPONSIBLE TO: Vice President of Academic Affairs

MONTHS PER YEAR: 12                      HOURS PER WEEK: Exempt                      Original: 02.20.01  
UPDATE: 06.2021

**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 instructors, both full time and part time (including clinical instructors), 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
  - Daily operations
  - Compliance officer for KSBN and ACEN requirements
  - Maintenance and Help Desk requisitions for Burke Street Campus
2. Personnel supervision and evaluation
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 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. Faculty development
14. Student advisement, counseling, and enrollment
15. Work with FSCC admission department for student recruitment
16. Develop and present new student orientation
17. Maintain membership in area, state, and national nursing organizations
18. Attend KSBN Education Committee meetings
19. Maintain clinical agency contracts

20. Maintain full-time and part-time nursing faculty files
21. Maintain department handbooks and department policies and procedures
22. Member of Pittsburg State University's Nursing Advisory Board
23. Member of Nevada Technical Center's PN Advisory Board
24. Serve as member of FSCC committees, as needed
25. Coordinate and chair Advisory Board Meetings for the Nursing Department
26. College and community service
27. Other duties as assigned

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.