

DIRECTOR OF NURSING PROGRAMS

Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified Grant Funded, position domiciled at the Lacombe Main Campus.

Applications will be accepted until position is filled, with preference being given to those received on or before July 27, 2020. All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (for a transcript to be considered official, it must be sent directly from the school to Human Resources. It can be sent by mail or through accept e-script.) to:

**Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu**

Job Summary:

The Director of Nursing Programs is responsible to lead, oversee, and participate in the work of the Campus Practical Nursing Lead Instructors / Coordinators of the Nursing Programs at each campus and any other Nursing Lead positions. Responsible for overseeing coordination of classroom and clinical/laboratory instructional services; and to perform a variety of administrative tasks relative to nursing educational programs. Also, will act as the point person for the State Boards of Nursing.

QUALIFICATIONS:

All Nursing Faculty minimum qualifications –

A Registered Nurse with minimum of four years' experience in medical-surgical nursing or nursing education. At least one of these four years must have been as a medical-surgical hospital staff nurse providing direct patient care. Must have practiced as a nurse for a minimum of six full-time months during the three years immediately preceding application. Must have a current Louisiana nursing license.

Minimum Qualifications:

BSN with 10 years experience as an RN with a minimum of 5 of those years either being in Nursing Education or 3 of them being in Nursing Management.

Preferred qualifications:

An MSN with 10 years experience as an RN with a minimum of 5 of those years in Nursing education and 3 of them also being in Nursing Management. Experience in a Practical Nursing Program is also preferred.

RESPONSIBILITIES:

- Supervisory Duties
 - Exercise functional and technical supervision over Lead Instructors / Coordinators and appropriate instructional staff at all campuses
 - Lead, plan, provide training to, and review the work of Lead Instructors/Coordinators and oversight of staff responsible for providing classroom instruction and clinical/laboratory demonstration services relating to the nursing programs; prepare annual, written evaluations of Lead Instructors/Coordinators.
 - Train new Lead Instructors and assist with the planning and implementation of new instructors in classroom or clinical/laboratory instruction methods, techniques, and in assembling and using equipment.
 - Verify the work of the Lead Instructors for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
 - Interpret, explain, and enforce College policies and procedures.
 - Attends all State Board of Nursing meetings
 - Visits all campuses on a rotational basis to ensure acceptable operations and compliance with policies and procedures
 - Reviews all annual reports to the State Boards of Nursing
 - Reviews all correspondences with the State Board of Nursing with the Lead Instructor
 - Works with Human Resources on all hiring and discipline of Nursing Department with Lead Instructors
 - Maintains relationships with clinical affiliates for Nursing Programs
 - Keeps Associate Provost of Health Sciences and Nursing informed of faculty, staff, and student activities
 - Assists Lead Instructors / Nursing Instructors with student affairs, academic appeals, curriculum development and planning, selection and use of instructional supplies and equipment.

- Oversight of Instructional/Teaching Performance
 - Oversees:
 - creation, implementation, and use of course syllabi and outlines
 - program assessment and outcomes
 - development and maintenance of Master Syllabi
 - Ensures:
 - Utilization of innovative, effective, and equitable teaching techniques
 - Reviews student evaluations of instructors with Lead Instructors
 - Ensures all deadlines met

- Oversight of Instructional Development
 - Assists AP Health Sciences & Nursing with Development of Curriculum Guides, course syllabi and outlines, and other instructional materials.
 - Oversees preparations for course offering schedule based on Curriculum Guides
 - Chairs nursing curriculum committee meetings and curriculum change recommendations to be sent to AP Health Sciences & Nursing.
 - Maintains the Nursing Book Selection Committee

- Oversight of Program/ Instructional Management
 - Oversees:
 - Advisory Committees with Lead Instructors to ensure required composition of membership, and hold a minimum of two meetings annually at each campus
 - Maintenance of appropriate student records, e.g. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
 - Ensures all deadlines met related to this function

- Oversight of School or Classroom Management
 - Ensures Instructors:
 - practice appropriate safety precautions
 - maintain student discipline
 - meet all deadlines related to this function

- Oversight of Student Guidance/Advising Activities
 - Oversees:
 - provision of career counseling and academic advising
 - Adherence to Curriculum Guides in schedule to insure timely completion of a program of studies.
 - Service to special populations
 - appropriate referrals to students with special needs
 - Maintenance of appropriate number of students in class and in program
 - Ensures all deadlines met related to this function

- Additional duties as assigned

*This position is a full-time temporary position that is dependent on grant funding. Should the grant lose funding and new funding not be found, the position will be terminated.

Skills/Abilities/Knowledge:

SKILLS are required to perform multiple, technical tasks with a need to periodically upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: analytical skills, applying assessment instruments, interpersonal skills, planning and managing projects, preparing and maintaining accurate records, quality customer service skills, using pertinent software applications, verbal and written communication skills, customer and student focus, supervisory and management skills, diplomacy skills, presentation skills, collaborative skills, and strong organizational and planning skills.

KNOWLEDGE is required to perform advanced math; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: pertinent codes, policies, regulations and/or laws, working with diverse populations.

ABILITY is required to gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives;

and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the function of the job include: adapting to changing work priorities, working and communicating with culturally diverse groups (service area, parental, governmental agencies) – both written and orally, establishing effective relationships, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and ability to travel.

Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must establish and maintain effective working relationships.

Excellent customer service skills. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.) 3. Software Used: A variety of word processing, spreadsheet, database, e-mail, and presentation software. Employee must have basic to intermediate proficiency in the use of Microsoft Office Suite. Experience in Student information systems as well as is preferred.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

INTERPERSONAL SKILLS: Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.