DIRECTOR OF NURSING AND ALLIED HEALTH DIVISION
Lacombe Campus

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Lacombe Campus. **This is a grant-funded position. Should the grant funds no longer be available and an alternate funding source is not determined, then the position may be terminated.**

Applications will be accepted until position is filled, with preference being given to those received on or before August 23, 2023.

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 (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

JOB SUMMARY:

To lead, oversee, and participate in the work of all Nursing and Allied Health Programs with Lead Instructors, Program Coordinators/Directors, Director of Workforce Development, and Associate Provost (AP) of Health Sciences and Nursing. Responsible for overseeing coordination of classroom and clinical/laboratory instructional services and performing various administrative tasks relative to nursing and allied health educational programs. Responsible for daily operations of the Health Sciences and Nursing Division under the direction of the AP of Health Sciences and Nursing (HSN).

RESPONSIBILITIES:

- Supervisory Duties
  - Exercise functional and technical supervision over Lead Instructors, Program Coordinators / Directors, and appropriate instructional staff at all campuses as directed by AP of Health Sciences and Nursing
  - Lead, plan, provide training to, and review the work of Lead Instructors, Coordinators / Directors, and oversight of staff responsible for providing classroom instruction and clinical/laboratory demonstration services relating to the nursing and allied health programs; prepare annual, written evaluations of Lead Instructors, Program Coordinators / Directors at the direction of the AP of HS&N
  - Plans orientation, training, and onboarding of new Instructors, Lead Instructors, Program Coordinators / Directors, and assists with the planning and implementation of new instructors in classroom or clinical/laboratory instruction methods, techniques, and in assembling and using equipment, simulation scenarios, special labs, as directed by AP HS&N
- Verify the work of the Lead Instructors, Program Directors / Coordinators 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 as requested by AP HS&N, and any meetings relevant to other allied health programs that impact the Nursing and Health Science Division.
- Visits all campuses on a rotational basis to ensure acceptable operations and compliance with policies and procedures.
- Upon request, review all reports to the State Boards or regulatory bodies of Nursing or Allied Health program prior to submission to AP of HS and Nsg.
- Upon request, review all correspondences with the State Board of Nursing or other Allied Health regulatory bodies with the Lead Instructor / Program Coordinator or Director prior to submission to AP of HS or to the regulatory body.
- Participates in hiring and discipline of Nursing and Allied Health Department with Lead Instructors, Program Coordinators / Directors.
- Maintains relationships with clinical affiliates for Nursing and Allied Health Programs and assists in securing new clinical affiliates upon the direction of the AP, HS & Nsg.
- Keeps Associate Provost of Health Sciences and Nursing informed of faculty, staff, and student activities.
- Assists Lead Instructors / Nursing and Allied Health Instructors, ASN (Associate of Science in Nursing) Program Director and Instructors with student affairs, academic appeals, curriculum development and planning, selection and use of instructional supplies and equipment as requested by AP HS&N.
- Oversees Simulation Coordinator and simulation planning and use.
- Serves as the back-up to primary liaison (Sim Coord) with the STEM coordinator for recruitment activities.
- Oversees Assistant Director of HSN High School Dual enrollment and Workforce programs along with AP, HS&N.
- Visits all satellite campuses on a rotational basis and observes instructors for coaching and mentoring needs as assigned by AP HS&N.
- Assists with other supervisory duties as assigned by the AP, HS & N.

**Oversight of Instructional/Teaching Performance of Allied Health and Nursing Programs**
- 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, Program Coordinators / Directors, AP HS&N.

**Oversight of Instructional Development**
- Assists AP Health Sciences & Nursing with Development of Curriculum Guides, course syllabi and outlines, and other instructional materials.
- Assists with preparations for course offering schedule based on Curriculum Guides.
- Oversees and maintains the Shared Governance Committee, either directly or through delegation, and oversees Shared Governance meeting days with delegee and/or AP HS&N.
- Along with delegee, oversees the Course Leads Committee work and ensure accountability to peers and course content.

**Oversight of Program/ Instructional Management**
- Oversees:
  - Advisory Committees, Lead Instructors, Program Coordinators / Directors.
  - to ensure required composition of membership, and holds 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.
  o Ensures all deadlines met related to this function

- Oversight of School or Classroom Management
  o Ensures Instructors:
    ▪ practice appropriate safety precautions & follow all policies and procedures
    ▪ maintain student discipline
    ▪ maintain a just culture model
    ▪ meet all deadlines related to this function

- Oversight of Student Guidance/Advising Activities
  o 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
  o Ensures all deadlines met related to this function

- Development of new programs
  o Assists Associate Provost of Health Sciences & Nursing with:
    ▪ expansion of credit Nursing and Allied Health programs and cohort numbers at all campuses

- College and/or Community Services
  o Participates in recruitment activities, e.g., career fairs, etc.
  o Assists Associate Provost with program accreditation/certification or program licensure requirements.
  o Oversees community activities, along with Lead Instructors, Program Coordinators / Directors for Nursing and Allied Health Programs.

- Provides service to the College that may include some of the following activities:
  o Sponsor student organizations
  o Serve on or chair committees
  o Conduct or coordinate teaching consultant activities
  o Facilitate workshops
  o Teaching consultant activities
  o Teach continuing education or customized industry courses
  o Provide routine equipment maintenance
  o Assist Academic Dean with new or revised program proposals
  o Serve on College committees

- Provides service to the community that may include:
  o Participate in health fairs
  o Participate in charity or community activities
  o Participate in community organizations, e.g., Chambers of Commerce, Rotary Clubs, Lions Clubs, Boy Scouts, 4-H Club, etc.
  o Meets all deadlines related to this function

- Professional Activities, Leadership, and Service – participates in professional development activities that may include:
  o Completes a master’s degree or higher
  o Maintains membership in professional organizations
Serves on a Board or in an Office of professional association
- Presents a paper or facilitate a workshop at a professional conference
- Participates in a Leadership Academy
- Serves on an external institutional or program accreditation team
- Participates in industry visits
- Exemplifies Leadership role on NTCC (Northshore Technical Community College) or LCTCS (Louisiana Community and Technical College System) Committees, etc.
- Meets all deadlines related to this function

- Performs other related duties as assigned.

QUALIFICATIONS:

**Director of Nursing and Allied Health minimum qualifications** – A Registered Nurse with a master's in nursing preferred, but a minimum of a BSN with plans to acquire a master's in nursing within 2 years of taking the position. Must have a minimum of 5 years’ experience as an RN and a minimum of 5 years of prior education experience and/or 3 years of Nursing Management experience; both are preferable. 1 to 2 years’ experience in a Nursing Program is preferable.

**Must also meet minimum Nursing and Allied Faculty requirements by regulation within 3 years of hire for all programs overseen as noted below.**

**All Nursing Faculty minimum qualifications** – A Registered Nurse with at least two years’ experience in medical–surgical nursing or nursing education. At least one of these two years must have been as a staff nurse providing direct patient care. Must have practiced as a nurse for at least six full-time months during the three years preceding application. Must have a current Louisiana nursing license. Must have an MSN (Master of Science in Nursing) to teach on the RN program or must have attained an MSN within 2 years of hire.

SPECIAL SKILLS AND ABILITIES:

1. **Skills/Abilities:** Application and intermediate knowledge of office practices and procedures. Ability to maintain a high level of accuracy in preparing and entering information. Intermediate computer skills to include spreadsheet and word processing programs, and e-mail at a highly proficient level. Have stress management skills and time management skills. Effective phone etiquette skills. Must be able to communicate effectively in both written and verbal form. Must maintain confidentiality of work-related information and materials. Must establish and maintain effective working relationships. Excellent customer service skills. Have analytical and problem-solving skills. Decision making skills. Should have knowledge of document-imaging technology.

2. **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.

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 will occasionally lift and/or move up to 10 pounds.

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. Maintains confidentiality with all matter related to students, staff, faculty, administration, etc.
**WORKING CONDITIONS:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The incumbent will be located in a busy, open area office and is faced with constant interruptions and must meet with others on a regular basis. The incumbent must spend long hours in intense concentration. The incumbent must also spend long hours on the computer entering financial information which requires attention to detail and high levels of accuracy. There are a number of deadlines associated with this position, which may cause significant stress. The incumbent must also deal with a wide variety of people on various issues.

*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.