Position Title: Assistant Director of Nursing

Department: Nursing  Employment Category: Administrative Staff
Primary Location: Downtown Center  FLSA Classification: Exempt
Parameters: Full-time; 12 months/year  Pay Grade: AS15

Position Summary: The Assistant Director of Nursing is responsible for providing oversight of the nursing program admission and advising processes, clinical coordination, student retention and remediation activities, coordinating associate faculty 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:

- Hires, supervises, evaluates, coordinates and orients all nursing associate faculty; evaluates clinical sites and associate faculty; directs the admission and advising processes for the nursing program.
- Oversees and evaluates nursing associate faculty; creates and provides oversight for the nursing clinical schedules; serves as liaison for clinical sites in both Cochise and Santa Cruz counties; coordinates and serves as liaison to the preceptor program.
- Performs program assessment, and evaluation of outcomes in collaboration with the director; communicates with clinical site managers, nursing associate faculty, college administrators, colleagues, updates nursing policies in accordance with established regulations and standards.
- Represents the college and the nursing program at meetings, conferences and/or seminars; participates in professional organizations.
- Provides oversight of the nursing program admission process; in conjunction with the advising department; advises current students of program requirements, policies, and academic progress; teaches classes as assigned.
- Oversees nursing program associate faculty credentialing; manages and calculates pay for both associate and lab faculty for nursing.
- Works collaboratively with the Institutional Effectiveness division in overseeing surveys for the nursing programs.
- Assists with developing alternative teaching strategies to support varied learning styles in both the lab and clinical arenas; plans and implements strategies for retention; oversees the collection of data related to student retention and retention strategies.
- Performs other related duties as assigned.

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.

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JOB DESCRIPTION

**Education and Experience Requirements:**
Master’s degree in nursing from a regionally accredited institution of higher learning recognized by the US Department of Education
Current Arizona professional Registered nursing license
Two years’ experience teaching as a full-time nursing instructor or in nursing administration
Three years’ experience employed as a registered nurse

*An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have 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
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 multi-task and organize, prioritize, and follow multiple projects and tasks through to completion with an 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.

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.

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