



JOB DESCRIPTION

JOB TITLE: Assistant Director of Nursing and Allied Health

REPORTS TO: Director of Nursing

CLASSIFICATION: Faculty

STATUS: Full time, exempt

LENGTH OF EMPLOYMENT: 11-month continuing position.

JOB OVERVIEW: The Assistant Director – Faculty member will provide leadership in developing and implementing policies, procedures, and assessment plans for educational programs in their Division. The Assistant Director helps plan the strategies for annual implementation; relates directly to the field in terms of recruitment and needs assessment; promotes integration of programs to the College and external community through services, committees, and activities; promotes non-credit offerings; maintains accreditation relationships; and serves on Academic Council as well as other campus committees. Specific responsibilities include, but are not limited to, the following:

DUTIES AND RESPONSIBILITIES:

- Teach a reduced class load (7 hours per semester); assignment of overload classes will be at the discretion of the Vice President for Academic Affairs (VPAA)
- Maintain administrative office hours on campus
- Collect all syllabi and Office Hours for the division, recommending revision in accordance with campus syllabi standards whenever necessary, and submit a final copy to Academic Affairs
- Monitor faculty office hours and advisee loads
- Develop and maintain a mentoring program for new faculty members
- Arbitrate any disputes between instructors or between instructors and students
- Assist in coordinating divisional/program initiatives for improvement, such as distance learning, workforce development, grant activity in the division, or other efforts
- Work with the Director to select, train, and evaluate appropriate instructors as needed
- Develop effective divisional semester class schedules, clinical schedules, and other faculty assignments
- Ensure submission of midterm and final grades for all instructors in the assigned semester
- Assist the Director in monitoring departmental and program budgets and recommend appropriate expenditures to the VPAA
- Mentor students and track student grades, communicating issues to students about class and program performance and addressing student complaints and issues in the assigned semester
- Counsel students about re-admittance policy and procedures and other student issues
- Accept other related administrative responsibilities as assigned

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge and understanding of current issues in higher education, specifically the community college
- Knowledge of academic and career assessment instruments
- Knowledge of careers and occupations relevant to program offerings
- Commitment to the values of enhancing diversity
- Strong interpersonal communication skills
- Ability to utilize technology to enhance productivity
- Demonstrated willingness and ability to act ethically and socially responsible
- Familiarity with guidelines for accreditation by Oklahoma Board of Nursing and Accreditation Commission for Education in Nursing is desirable.

EDUCATION/EXPERIENCE REQUIRED:

- Master's degree in Nursing required
- Evidence of current practice with a minimum of two (2) years full-time equivalent practice as a Registered Nurse in a clinical setting preceding the first date of first employment as a nursing faculty member
- Minimum of two (2) years' teaching experience as a full-time nursing faculty member in a nursing education program leading to licensure required
- One (1) year successful administration/management experience in nursing required
- Progressive history of advancement in Nursing/Allied Health education administration with experience at the academic department chair or academic director's level
- Proven ability to lead people and to manage resources in a large Allied Health program is needed
- Must have ability to work as a liaison to the health care community and foster strategic relationships that will advance the core mission of the College and the Department
- Working knowledge of marketing and recruiting diverse faculty
- Well versed in alternative and traditional teaching and learning methods is necessary
- Experience with advisement, guidance counseling at a two-year college

SPECIAL REQUIREMENTS:

- Job will require some travel in the service area
- Ability to work a flexible schedule, including some evenings and occasional weekends

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____