

## CROWDER COLLEGE POSITION DESCRIPTION

<b>Status:</b> FT, 11 months	<b>Title</b>	COORDINATOR/INSTRUCTOR
<b>Revised:</b> 3/17/2016	<b>Department</b>	NURSING
<b>Level:</b> Faculty	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	EXECUTIVE COORDINATOR/DIRECTOR OF NURSING AND THE VICE-PRESIDENT OF ACADEMIC AFFAIRS

### POSITION SUMMARY

The coordinator has the authority and responsibility for a campus nursing program as delegated by the administrator of the nursing program.

### MAJOR FUNCTIONS

1. To supervise and coordinate the nursing program, complying with the Minimum Standards for Approved Programs of Professional Nursing.
2. Implementing the philosophy and objectives of the institution and nursing program.
3. Ongoing, systematic development, implementation, and evaluation of the total program.
4. Ensuring the availability of academic advisement and guidance of students.
5. Recruitment of students for Crowder College and the nursing program.
6. Participation in nursing faculty meetings, general faculty meetings, student activities, community activities, and the Health Education Advisory Council.
7. Provide input on policies regarding recruitment, admission, retention, promotion , and graduation of students.
8. Serve on institutional committees as needed.
9. Participation in the development of departmental and institutional policies and decision making.
10. Participation in the development of the nursing curriculum, course sequencing, and clinical schedules.
11. Maintenance of student records, ensuring confidentiality of records.
12. Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
13. Make recommendations and administration of the budget of the nursing program.
14. Instruction and evaluation of students with a minimal requirements of 4 credit hours/semester.
15. Be a role model for learning behavior.
16. Include students in all facets of instruction, guidance, and academic association.
17. Respect student thought.
18. Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by prescribed deadlines.
19. Develop and distribute course syllabi based on the institutional syllabi. Copies should be uploaded to Blackboard via Crowder Staff Development every semester.
20. Return evaluated student exams and papers in a timely fashion.
21. Maintain grades and class status information.
22. Maintain regular office hours.
23. Support college activities.
24. Do faculty evaluations within prescribed guidelines.
25. Perform departmental and divisional responsibilities.
26. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
27. Collaborate with clinical coordinator to update and acquire new clinical sites.

<b>KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE</b>
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1. Master's degree in nursing required.
2. Current undisciplined licensure to practice professional nursing in Missouri.
3. Academically and experientially qualified and maintains expertise in area of responsibility.
4. Approved by the Missouri State Board of Nursing prior to appointment.
5. College teaching experience preferred.
6. Two years of professional nursing experience (an average of at least twenty hours per week) within the last five years in clinical practice/administration or nursing education.
7. Participation in professional nursing and educational/vocational organizations.
8. An understanding of, and an interest in, the nurse as part of today's health team, and a concern for current problems of nursing.
9. The ability to understand, accept, and adjust to changes in personal, social and professional environments and in professional responsibility.
10. Ability to plan, organize, and implement responsibilities effectively.
11. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
12. Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment.
  - Ability to understand operating a personal computer within the Crowder College Network environment.
  - Ability to use E-mail.
  - Ability to perform basic Jenzabar functions.
  - Ability to perform basic TK20 functions.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic presentation functions using MS PowerPoint
  - Ability to perform basic Blackboard functions.
  - Ability to perform basic functions on electronic devices
12. Attendance required at graduation and Full-Time faculty meetings called by the V.P. of Academic Affairs.

<b>EQUIPMENT/SOFTWARE</b>
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1. Operate standard office computers and software.
2. See above Information Technology abilities.

<b>POSITIONS SUPERVISED</b>
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Nursing Faculty, Nursing Secretary, and Student Nurses

<b>WORKING CONDITIONS</b>
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1. Generally indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
4. A neat appearance and appropriate businesslike apparel are required.

**PHYSICAL DEMANDS**

1. Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle or feel; reach with hands and arms' stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

**CREATIVE AND ANALYTICAL SKILLS**

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

**LANGUAGE/COMMUNICATIONS SKILLS**

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.