CROWDER COLLEGE
POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Status: FT, 12 months</th>
<th>Title</th>
<th>DIRECTOR OF NURSING</th>
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<tbody>
<tr>
<td>Revised: 2/23/2016</td>
<td>Department</td>
<td>NURSING</td>
</tr>
<tr>
<td>Level: Admin-Prof.</td>
<td>IPEDS</td>
<td>OTHER PROFESSIONAL</td>
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<tr>
<td>FLSA: Exempt</td>
<td>Reports to</td>
<td>VICE-PRESIDENT OF ACADEMIC AFFAIRS</td>
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POSITION SUMMARY

The Director has the primary responsibility for the authority and administration of the nursing programs on the Neosho, Nevada, McDonald County and Cassville Campuses.

MAJOR FUNCTIONS

1. Supervising the coordinators of the nursing programs, 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 programs.
4. Overseeing the self-regulatory process to ensure the program meets or exceeds standards and criteria for national accreditation through the Accreditation Commission for Education in Nursing (ACEN).
5. Ensuring the availability of academic advisement and guidance of students.
6. Recruitment of students for Crowder College and the nursing and health programs.
7. Participation in nursing faculty meetings, general faculty meetings, student activities, community activities, and the Health Education Advisory Council.
8. Provide input on policies regarding recruitment, admission, retention, promotion, and graduation of students.
9. Serve on institutional committees as needed.
10. Participation in the development of departmental and institutional policies.
11. Participation in the development of nursing and health programs curriculum, course sequencing, and clinical schedules.
12. Maintenance of student records, ensuring confidentiality of records.
13. Maintenance of clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
14. Make recommendations for, and administration of, the budget of the nursing program.
15. Instruction and Evaluation of students.
16. Be a role model for servant leadership.
17. Include students in all facets of guidance, program evaluation and academic association.
18. Respect student thought.
19. Supervise the selection of instructional materials and reporting required materials to the bookstore by prescribed deadlines.
20. Supervise the development and storage of course syllabi based on the institutional syllabi. Copies should be uploaded to Blackboard via the Crowder Staff Development every semester.
21. Return evaluated student exams and papers in a timely fashion.
22. Maintain grades and class status information.
23. Maintain regular office hours.
24. Support college activities.
25. Do faculty and staff evaluations within prescribed guidelines.
26. Perform departmental and divisional responsibilities, including serving as Division Chair.
27. Participation in the development of departmental and institutional policies and decision making.
28. Attendance required at graduation and Full-Time faculty meetings called by the V.P. of Academic Affairs.
KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master’s degree required in nursing.
2. Current undispatched 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 Tk20 functions.
   - Ability to perform basic word processing using MS Word.
   - Ability to perform basic presentation functions using MS PowerPoint.
   - Ability to perform basic spreadsheet functions using MS Excel.
   - Ability to perform basic blackboard functions.
   - Ability to perform basic electronic device functions.

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.

POSITIONS SUPERVISED

Nursing Coordinators McDonald County, Nevada, and Cassville Campuses, Nursing Clinical Coordinator, Nursing Skills Coordinator, Nursing Faculty, Nursing Administrative Assistant.

WORKING CONDITIONS

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 supervision 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.