



Position Title:	School Director	
Reports To:	Academic Dean, Medical Center Campus	
Department:	School of Nursing	Job Code: 0161
Prepared By/Date:	John Vogel/5-11-2007	Job Group: PEC
Approved By/Date:	John Vogel/5-11-2007	Salary Grade: 19
Revised:	Jennifer C. Brito/6-8-2009	FLSA Status: Exempt

Summary:

The Director, School of Nursing provides overall academic and administrative leadership to the College wide School of Nursing .This individual is a leader in the field of nursing and supervises four Chairpersons and over 50 full-time faculty and staff for an approximate enrollment of 1000 students each semester.

Essential Duties and Responsibilities:

- Responsible for the development, organization and management of a large, multi-campus, multi-option NLNAC accredited associate degree nursing program, a MEAC accredited, associate degree, Direct-entry Midwifery program, a vocational certificate practical nursing program and a vocational certificate Medical Assisting program.
- Responsible for classes and programs within the School of Nursing that may be taught across all campuses of the College, as well as partner hospital sites.
- Responsible for implementing the newly approved BSN program.
- Supervises Chairs responsible for the educational programs within the School of Nursing.
- Assures that curricula are contemporary, materials and resources are current, and faculty possess the tools they need to provide the best possible education to students.
- Assures that all appropriate accreditation and certification standards are met.
- Serves as the College's link with educational, business and professional communities for the Schools of Nursing and is prepared to meet the needs of Workforce Development.
- Facilitates articulation agreements with transfer educational institutions and develops partnerships to benefit constituents.
- Participates in the community educational and professional arenas to promote the programs.
- Assures maintenance of data to support systematic program evaluation.
- Assures that curricula are consistent with standards of the professions.
- Assures adherence to program and College policies and procedures.
- Supervises the hiring and evaluation of full and part-time personnel.
- Prepares and maintains budgets and equipment; seek alternate funding sources, such as grants and partnerships.
- Resolves issues and problems that may arise with chairs, faculty, staff, and students and with affiliating agencies.
- Serves on campus, college-wide and related community committees.
- Provides leadership for committees within the School of Nursing.
- Participates in the development and implementation of College Policies, Procedures and Guidelines.
- Provides continuing educational opportunities for employees.
- Performs other duties as assigned.

Knowledge, Skills and Abilities:

- Knowledge and understanding of College organization, goals and objectives, and policies and procedures.
- Knowledge of accreditation agencies, especially the Southern Association of Colleges and Schools (SACS), National League of Nursing Accrediting Commission (NLNAC) and others directly related to programs in the School of Nursing.
- Knowledge of Microsoft office software and specific computer programs related to area of expertise.
- Knowledge of budget preparation.
- Excellent Interpersonal, organizational and communication skills (both oral and written).
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Ability to supervise and train assigned staff including organizing, prioritizing, and scheduling work assignments.
- Ability to read, analyze, and interpret common scientific and technical journals, financial reports and legal documents related to School of Nursing.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Ability to write speeches and articles for publication that conform to prescribed style and format.
- Ability to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to manage time and organize multiple tasks.
- Ability to work in a multi-ethnic and multi-cultural environment.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

Physical Demands:

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is required to travel to meetings within the community, among campuses and to state and national meetings.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty

satisfactorily.

- The successful applicant will hold or be eligible for a Florida Nursing License as a registered nurse (RN)
- Masters Degree in Nursing with a minimum of six (6) years of experience in clinical practice and three (3) years experience in nursing education.
- Strong computer knowledge and literacy is required.
- Flexible schedule required.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name