



## **Nursing Program Director**

### **Position Summary:**

The program director performs the duties and responsibilities identified in RSCC Policy Number: PA-24-01, Faculty Job Description. The program director is a faculty member who also has the primary responsibility of ensuring that the mission and educational objectives of the college are reflected in the individual program.

### **Job duties and responsibilities specific to the position of Program Director include:**

Responsible for the program's master plan of education, including development, implementation, evaluation and revision of plan. Incorporates participation of all faculty members in this process.

Coordinate the development, implementation, and revision process for the program's curriculum design including but not limited to, course descriptions, course requirements, and evaluation systems. Incorporates participation of all faculty members in this process.

Assist in the development of policies for student selection.

Prepare and maintain the program budget within established parameters as needed for the program.

Oversee the evaluation, maintenance, selection, and purchase of educational materials and equipment to meet the needs of the program.

Lead nursing faculty meetings to meet the needs of students and program management.

Assist in the process of interviewing, selecting and mentoring faculty.

Implement the process of interviewing, selecting, mentoring, and evaluating adjunct faculty who teach courses within the program, under general supervision from the Dean of Health Sciences.

Participate in the development of position descriptions for faculty.

Provide academic and career advisement for prospective and current students.

Act as a liaison between the program and clinical affiliates/community stakeholders.

Ensure regular review of affiliation agreements for currency and requirements.

Prepare annual reports for the Dean of Health Sciences, college representatives and other agencies as needed.

Pursue ongoing education in professional practice, instructional delivery, and management to maintain professional competency.

Create a positive environment for teaching and learning.

Attain program goals through general management of financial, physical/material resources, and human resources.

Develop program evaluation to ensure ongoing effectiveness through assessment of quality indicators both student learning and program outcomes.

Coordinate and direct the procedures/processes required to achieve and maintain program accreditation.

Be knowledgeable concerning the requirements for state certification or licensure and current national trends in nursing education and accreditation.

Coordinate an Advisory Board consisting of program officials, representative of the sponsoring institution, and community stakeholders to support the activities of the educational program.

Ensure the maintenance of all clinical records by periodically meeting with the clinical coordinator, clinical instructors, and/or supervisors.

Assume didactic responsibilities and functions within the position description of Instructor as assigned in the classroom, laboratory, or clinical setting.

Establish communication and feedback procedures for student concerns.

Participate in the development and revision of program specific and curriculum materials.

Demonstrate use of evidence based teaching/learning strategies, community service, and institutional participation.

**Qualifications:**

Master's degree in Nursing Required

Minimum three (3) year's experience in full-time teaching and/or administrative positions in an approved school of professional nursing.

Current TN licensure as a Registered Nurse (or ability to obtain said licensure).

Current CPR

To be considered for a position at Roane State, you must create an on-line application. Your skills, abilities, qualifications, and years of experience will be evaluated using only what is recorded on your application. Please be sure to include the complete Begin and End Dates under your Employment History. Please note: attaching a resume does not substitute for completion of the application form. Scan and attach required documents (diploma, High School Equivalency (HSE) Diploma, transcripts, certifications), and resume to the online application in Word or PDF format (less than 2 MB in size). Once the online application is complete a confirmation number will be given to the applicant verifying receipt of the application.

Candidates who are called for an interview must notify Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

Offer of employment contingent upon successful background check.

We offer a comprehensive benefits package which includes an excellent retirement package from the state of Tennessee, 401K plan with match, thirteen paid annual holidays in addition to annual and sick leave days, health and dental insurance, tuition discounts and state employee discounts.

Roane State Community College is a TBR and AA/EEO employer and does not discriminate against students, employees, or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by Roane State.