COLLEGE AND CAREER

HUMAN RESOURCES

DATE: December 11, 2025, Revised September 4, 2026
JOB TITLE: Director of Nursing Programs
DEPARTMENT: Academics
REPORTS TO: TBD
TERM: 12-Month
STATUS: Full-Time
FLSA CLASSIFICATION: Exempt
EEO CLASSIFICATION: Officials, Administrators, Managers

Position Summary:
The Director of Nursing Programs provides strategic, administrative, and instructional leadership for EVIT's nursing programs, including Practical Nursing (PN) and Registered Nursing (RN). This role ensures full compliance with the Arizona State Board of Nursing (AZBN), Accreditation Commission for Education in Nursing (ACEN), EVIT Governing Board policies, and other applicable state and federal regulations. The Director of Nursing Programs is responsible for program quality, faculty oversight, student success, clinical partnerships, curriculum integrity, and continuous program improvement, while supporting EVIT's mission of preparing students for high-skill, high-demand healthcare careers.

Essential Functions:
- Serve as the Arizona State Board of Nursing (AZBN)-approved Director of Nursing Programs for EVIT's Practical Nursing (PN) and Registered Nursing (RN) programs and maintain compliance with all applicable AZBN statutes, rules, standards, and reporting requirements.
- Maintain ongoing compliance with Accreditation Commission for Education in Nursing (ACEN) standards and criteria applicable to EVIT's nursing programs.
- Direct and oversee the day-to-day academic and operational functions of EVIT's Practical Nursing and Registered Nursing programs.
- Lead and coordinate all nursing regulatory and accreditation activities, including self-studies, annual and periodic reports, site visits, substantive change notifications, required approvals, and other regulatory or accreditation submissions.
- Ensure all required reports, notifications, documentation, and responses are accurate, complete, and submitted within established deadlines.
- Maintain compliance with EVIT policies, ADE/CTE requirements, FERPA, OSHA, HIPAA (as applicable), and other regulatory standards.
- Develop, implement, and review program policies, handbooks, and procedures to ensure regulatory alignment and operational consistency.
- Oversee curriculum development, implementation, and evaluation for nursing programs to ensure alignment with industry standards, licensure requirements, and workforce needs.
- Ensure instructional quality, consistency, and rigor across classroom, lab, simulation, and clinical settings.

- Monitor student learning outcomes, pass rates, retention, completion, and placement metrics; develop improvement strategies as needed.
- Support innovation in instructional delivery, simulation, and clinical education.
- Recruit, onboard, supervise, and evaluate nursing faculty and instructional staff in collaboration with HR and campus leadership.
- Ensure faculty meet AZBN, ACEN qualifications, credentialing, and professional-development requirements.
- Provide coaching, mentoring, and performance feedback; address performance concerns through appropriate corrective processes.
- Coordinate faculty schedules, clinical coverage, and workload assignments.
- Develop, maintain, and expand clinical affiliation agreements with hospitals, healthcare systems, long-term care facilities, and community partners.
- Serve as the primary liaison with clinical partners, advisory committees, regulatory agencies, and industry stakeholders.
- Represent EVIT in professional organizations, advisory boards, and community forums related to nursing and healthcare education.
- Support equitable student admissions, progression, and completion practices.
- Collaborate with student services to address academic concerns, professionalism issues, and compliance matters.
- Ensure fair, consistent application of program policies related to attendance, clinical performance, remediation, and dismissal.
- Develop and manage program budgets, staffing plans, and resource allocations.
- Oversee equipment, labs, simulation resources, and instructional materials.
- Collaborate with Grants, Finance, and Purchasing on funded initiatives and program sustainability.
- Participate in long-range planning for program growth, expansion, and alignment with regional workforce demands.
- Analyze data and trends to inform decision-making and program enhancements.
- Support new program development and articulation pathways, as applicable.
- Attends management meetings and training sessions as required; participates in professional development opportunities and industry conferences.
- Reliable attendance is an essential function of this position. Employees are expected to report to work on time, maintain consistent attendance, and adhere to their assigned schedule. This ensures efficient operations and providing quality service.
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Competencies:

- Strong leadership, communication, organizational, and problem-solving skills.
- Demonstrates effective written and verbal communication skills
- Ability to interact professionally with diverse internal and external stakeholders.
- Strong attention to detail and accuracy with documentation.
- Excellent organizational skills.
- Ability to maintain confidentiality and handle sensitive information.

- Financial management skills.
- The ability to work effectively in managing multiple competing priorities and deadlines.
- Able to work independently.
- Exercises sound judgment, tact, discretion, and strong problem-solving abilities; maintains professionalism under pressure.
- Proficient in Google Workspace and/or Microsoft Office applications (Word, Excel, PowerPoint).
- Knowledge of nursing curriculum standards.
- Demonstrates honesty, accountability, and ethical conduct in all interactions.
- Serves as a positive role model by honoring commitments, accepting responsibility for mistakes, and reflecting the organization's values.
- Treats others with respect and consideration, regardless of role or position; maintains composure and professionalism under pressure.
- Adjusts effectively to changes in the clinical or instructional environment, managing competing priorities and unexpected events.
- Follows policies, procedures, and timelines while maintaining flexibility to meet student and program needs.
- Listens actively, encourages dialogue, and selects the right tone and method for the audience and situation.
- Establishes and maintains cooperative working relationships with faculty, staff, clinical partners, and students.
- Delivers confident, engaging, and well-prepared instruction to individuals and groups.
- Understanding of adult learning principles to support varying learning styles.
- Prioritizes student learning and success, ensuring a safe and supportive educational environment.
- Anticipates and responds to student needs in a timely, professional, and compassionate manner.
- Promotes habits of accuracy, accountability, and professionalism to prepare students for employment in the healthcare field.
- Strong foundation in nursing theory, clinical practice, and evidence-based patient care.
- Clinical expertise in areas such as medical-surgical, long-term care, maternal-child, and community health nursing.
- Knowledge of Arizona State Board of Nursing Practical Nurse curriculum standards, HIPAA, OSHA, ACEN, infection control, and healthcare safety protocols.
- Proficiency with electronic health records (EHR), instructional technology, simulation, and student evaluation tools.
- Designs and delivers effective clinical instruction aligned with program outcomes.
- Works effectively with colleagues and clinical partners to support student success.
- Responds to dynamic clinical environments and shifting instructional needs.
- Demonstrates sensitivity and responsiveness to diverse student and patient populations.

Education and Experience:

- Master's degree in Nursing or a related field (as required by AZBN).
- Experience teaching in or administering a pre-licensure nursing education program required. Experience with nursing program development, Arizona Board of Nursing

approval/compliance, curriculum development, clinical partnerships, accreditation, and NCLEX outcomes strongly preferred.
- Meets all AZBN, ACEN qualifications for Director of Nursing.
- Demonstrated knowledge of nursing education regulations, accreditation standards, and clinical education models.

Preferred Qualifications:
- Doctorate in Nursing or related field.
- Experience leading both PN and RN programs.
- Prior experience in CTE, postsecondary, or public education environments.
- Experience with program accreditation, corrective action plans, or program expansion.
- Familiarity with Arizona CTE systems, workforce development, and employer partnerships.

Licensing /Certification and Other Requirements:
- Valid Arizona Department of Public Safety Identity Prints (IVP) fingerprint card. Applicable Arizona Statutes pursuant to Title 15 (Education) and Title 13 (Criminal) and Title 38 (Public Officers and Employees) prevail.
- Proof of immunization against or immunity to measles and rubella if born after January 1, 1957.
- Must hold an unencumbered Registered Nursing License.
- Proof of immunizations/titers (MMR, Hep B, Varicella, Tdap, etc.).
- Proof of negative TB screening (PPD or chest X-ray).
- Current BLS for Healthcare Providers or equivalent.
- Negative urine drug screen.
- Physical/mental health clearance from a licensed provider to ensure fitness for duty.
- Health clearance & drug screen within 48 hours of offer (at candidate's own expense) – Standard in Arizona nursing education employment to satisfy school district/college and clinical agency credentialing.

Physical Requirements and Work Environment:
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position. EVIT will engage in the interactive accommodation process to determine appropriate workplace adjustments when requested. The physical and mental demands described below are representative of those required to successfully perform the essential functions of this job:
- Work is on EVIT campus, classrooms, labs and clinical environments.
- Requires frequent standing and walking on hard surfaces, and regular movement between patient rooms, laboratories, and classrooms. May occasionally demonstrate or assist with patient care activities involving bending, lifting, pushing/pulling equipment, or repositioning patients. Moderate physical exertion may be required to model safe clinical practices.
- Exposure to bloodborne pathogens, infectious diseases, and hazardous materials common in healthcare environments. Strict adherence to OSHA, HIPAA, infection control, and facility safety protocols is required.

- Clinical assignments may occur during daytime, night shifts, evenings, or weekend day/night time hours, depending on site availability. Travel to and from clinical locations within the region is required.
- When not in a clinical site, instruction may occur in simulation labs, classrooms, or skills labs, requiring standing for demonstrations, setting up equipment, and overseeing hands-on student practice.
- Environments may involve frequent interruptions, varying noise levels, and the need to remain focused in busy healthcare or classroom settings. Work may occasionally involve exposure to heat, dust, odors, noise, limited ventilation, or confined spaces.
- Requires proficiency with electronic health records (EHR), computers, and instructional technology in both classroom and clinical environments.
- Frequent communication with students, staff, and the public in person, by phone, and electronically. Clear speech, hearing, and vision (corrected or uncorrected) are necessary for instruction, safety, and accurate information exchange.
- Regularly lift and/or move up to 10 pounds; frequently lift and/or move up to 25 pounds.
- Frequent use of hands and fingers for typing, writing, filing, and handling medical or office equipment.
- Vision requirements include close and distance vision, depth perception, and the ability to adjust focus to read small print, verify labels/instructions, and use a computer.
- Ability to maintain balance and body equilibrium when walking, standing, crouching, or moving on narrow, uneven, or slippery surfaces.
- Ability to read, write, understand, interpret, and apply information at a moderately complex level essential for effective job performance.
- Ability to exercise sound judgment, process information quickly, and make decisions under time constraints.
- Ability to learn and follow verbal and written procedures and standards, and to provide clear verbal instructions when needed.
- Ability to prioritize and sequence tasks, and to copy, compare, compile, and coordinate information and records accurately.
- Physical activities may include walking, standing, climbing, lifting, stooping, kneeling, crouching, pushing, pulling, reaching, feeling, talking, hearing, seeing, and performing repetitive motions.
- Position may require periodic travel, including driving to employer sites, community events, partner meetings, and statewide locations as part of essential job functions.
- This position requires a minimum 40-hour work week, with hours established in coordination with the supervisor to meet program needs. Occasional evening and weekend hours may be required to attend events, meetings, or outreach activities.

Americans with Disabilities Act (ADA) Statement:
EVIT is committed to providing equal employment opportunities to qualified individuals with disabilities and will make reasonable accommodations during the hiring process and throughout employment as required by the ADA. If you need assistance or accommodation due to a disability, please contact Human Resources at 480-461-4111 or humanresources@evit.edu.

Equal Employment Opportunity Statement:
The East Valley Institute of Technology is an equal opportunity employer. We do not discriminate against any individual on the basis of actual or perceived race, color, national origin, sex, disability, age, gender, marital status, religion, veteran or military status, sexual orientation, gender expression or identity, or socioeconomic status. In accordance with Arizona law and Governing Board Policy, The East Valley Institute of Technology is a smoke-free, tobacco-free work environment.

Acknowledgement:
Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of the position.

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Print Employee Name **Signature** **Date**

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Print EVIT Representative Name **Signature** **Date**

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