



## **JOB DESCRIPTION – DIRECTOR OF PRACTICAL NURSING PROGRAM**

DEPARTMENT	HIGHER & CONTINUING EDUCATION	LOCATION	HEALTH SCIENCE CAMPUS
RESPONSIBLE TO	ADMINISTRATIVE DIRECTOR	RESPONSIBLE FOR	PN DEPARTMENT STAFF AND FACULTY
JOC APPROVAL DATE	October 2021	ELECTRONIC SIGNATURE	SJS

### **JOB SUMMARY**

The Director, Practical Nursing Program is responsible for the overall operation of the Practical Nursing Program. Including instructional pedagogy, curriculum, clinical instruction and clinical partners, faculty/staff supervision/scheduling, student progress, preparation for the licensing examination, professional role expectations and other duties. In addition, the administrator has full accountability for seeking, establishing, and maintaining all clinical affiliation agreements, maintaining Pennsylvania State Board of Nursing approval, and programmatic accreditation. The position also serves as a liaison in maintaining/creating partners with other LCCTC programs and local, community, state and federal agencies. Thereby, maintaining/ designing an innovative curriculum and experiences that creates seamless career pathways, ensuring compliance with professional accreditation requirements, and identifying potential funding streams to support the training of a practical nurse.

### **ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS**

#### **Program Management**

- Oversee the total program in accordance with school policies and procedures
- Organizes the faculty to allow for maximum efficiency and effectiveness for the nursing program
- Encourage and maintain good working relationships between the Practical Nursing Program and cooperating clinical agencies
- Develop and maintain open channels of communication between the faculty and school administration
- Provide for the evaluation, enrollment, retention, and graduation of qualified students
- Provide for the recruitment of qualified students in coordination with the appropriate departments.
- Assumes administrative responsibility for all official school functions involving the Practical Nursing Program including curriculum, handbooks, faculty and student scheduling.
- Counsel students
- Resolves problems within the nursing program
- In coordination with the Facility Director addresses the physical facility needs of the practical nursing program
- Foster public relations for the nursing program under the direction and coordination of the Marketing and Communications Coordinator.
- Serve as Chairman of PN faculty organization and as ex-officio member on other program committees
- Oversees, compiles and maintain reports to The State Board for Nursing and National Accrediting Agencies
- Maintains a strong emphasis on growth and the key role of education; leads by example by pursuing professional growth through participation in and development of seminars, workshops, professional meetings, and faculty in-services
- Provides for student job placement opportunities

- Fulfills teaching/clinical responsibilities in accordance with the demands of the program in times of emergency
- Valid PA Driver's License and ability to operate a motor vehicle within the region

#### Financial Management

- Prepare and administer the program budget in coordination with the Business Office
- Investigate available grants and submit requests for consideration
- Oversee purchase requests for equipment and supplies for the Practical Nursing Program
- Assures that financial decisions are made to allow the program to be self-sufficient, and generate a positive revenue stream for the institution.

#### Supervisory and Staff Management

- Supervise, mentor, and develop direct reports including staff training and evaluation.
- Perform teacher and staff observations and evaluations to improve instruction and engagement strategies
- Oversee teacher and staff induction programs.
- In accordance with school procedures, lead the selection and employment of staff in coordination with the Administrative Director, Human Resources and Business Office and in compliance with all applicable laws and state regulations.
- Coordinate and maintain procedures in accordance with policy to provide continuity of internal work activities across areas to provide seamless educational services.

### POSITION SPECIFIC REQUIREMENTS

#### EDUCATION & EXPERIENCE

- Other duties as assigned.
- This position requires excellent interpersonal skills.
- This position requires extensive PC skills including Microsoft office, the ability to utilize nursing lab equipment, and the ability to use overhead projectors and other presentation aids.

#### EDUCATION & EXPERIENCE

- MSN
- Current PA RN licensure
- Minimum of 4 years of RN experience
- Previous Nursing Education Experience preferred
- Excellent communication skills
- Valid PA Driver's License and the ability to travel regionally.

### POSITION DETAILS

#### PHYSICAL REQUIREMENTS

For each of the requirements below, indicate whether the position requires them Frequently (F), Occasionally (O), Seldom (S), or Never (N).

Standing: F	Reaching: O
Sitting: F	Moving about: F
Lifting (include weight): F Up to 50lbs.	Pushing: O
Grasping: O	Kneeling: S
Climbing: O	Crawling: S
Squatting: O	Bending/Stooping: O

#### HOURS

#### DAYS

260 / Year Some evenings and weekends.

#### TYPE OF POSITION

Permanent (P) or Temporary (T): P

#### FLSA STATUS

Exempt (E) or Non-Exempt (N): E

INSURANCE	Professional (P), Administration (A), Support (S):   A
OTHER	The LCCTC reserves the right to modify this job description as business demands dictate.
SIGNATURE	By signing below, you indicate that you have read, understand, and can perform the essential duties of this job as outlined above with or without reasonable accommodation. Because LCCTC maintains a team environment, you may be required to perform other duties as instructed by your supervisor.
	X _____ Date: _____

**NONDISCRIMINATION INFORMATION**

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For information regarding the Americans with Disabilities Act (ADA), the rights of an individual with a disability, our obligations under ADA, or grievance procedures, contact the Business Manager and ADA Coordinator, 1730 Hans Herr Drive, Willow Street, PA 17584-0527. Telephone: 717-464-7050.

For inquiries regarding other nondiscriminatory policies and programs, or for information regarding services, activities, programs and facilities that are accessible to and usable by both disabled persons and national origin minority persons who lack English language skills, contact the Supervisor of Student Services and Coordinator for Title VI, Title IX and Section 504, 1730 Hans Herr Drive, Willow Street, PA 17584. Telephone: 717-208-3124.