

## JOB DESCRIPTION – ASSISTANT DIRECTOR PRACTICAL NURSING

DEPARTMENT	ADULT/ADMINISTRATION	LOCATION	HEALTH SCIENCE CAMPUS
RESPONSIBLE TO	DIRECTOR, PRACTICAL NURSING	RESPONSIBLE FOR	PRACTICAL NURSING FACULTY
JOC APPROVAL DATE	10/23/2025	ELECTRONIC SIGNATURE	DMS/JS

## JOB SUMMARY

The Assistant Director, Practical Nursing Program is responsible for assisting in the overall operation of the Practical Nursing Program.

## ESSENTIAL RESPONSIBILITIES/SKILLS/FUNCTIONS

### Program Management

- Assists in overseeing the total program in accordance with school policies and procedures.
- Assists in encouraging and maintaining good working relationships between the Practical Nursing Program and cooperating clinical agencies.
- Assists in developing and maintaining open channels of communication between the faculty and school administration.
- Assists in the recruitment, evaluation, advanced placement, retention, and graduation of qualified students.
- Counseling students.
- Assists with the responsibilities for the physical facilities of the practical nursing program.
- Serves as Chairman of the Systematic Plan of Evaluation Committee and as ex-officio member on other program committees.
- Serves as a guest speaker on practical nursing education for appropriate groups.
- Initiates and /or participates in studies and activities which give direction for the improvement of the school. This includes correlation of ATI results to curriculum.
- Fulfills teaching/clinical responsibilities in accordance with the demands of the program in times of emergency.
- Attends Faculty Organization meetings and serves as Chairperson in Director's absence.
- Maintains a strong emphasis on growth and the key role of education; leads by example by pursuing professional growth through participation in seminars, workshops, professional meetings, and faculty in-services.
- In absence of Director, assumes administrative responsibilities.
- Ensures that post-graduate data is collected and submitted.
- Assist with teacher and staff observations and evaluations to improve instruction and engagement strategies

### Financial Management

- Assists in preparing and administering the annual budget.
- Investigates available grants and submits requests for consideration.

### Student/Curriculum Management

- Directs curriculum planning and evaluation in accordance with the mission, school's philosophy and conceptual framework.
- Orient new personnel to the curriculum.
- Assists with class and clinic schedules.
- Assists with orientation of new students.
- Serves as a consultant to members of the student handbook committee.

- Oversees the student's progress in the program.
- Surveys all progress reports including ATI, evaluations, referrals and grades submitted on students.
- Conducts meetings with individual students, as needed.
- Serves as a resource person for students.
- Oversees student discipline.

#### Technical Skills

- Extensive PC skills, including Microsoft office.
- The ability to utilize nursing lab equipment.
- The ability to use overhead/PowerPoint projectors and other presentation aids.

#### Personal Skills

- Excellent interpersonal and communication skills.

#### Problem Solving

- Generates problem solutions
- Serves as advisor/consultant
- Develops operating procedures

#### Other Functions/Responsibilities

- Other duties as assigned by the Director of the Practical Nursing Program

### POSITION SPECIFIC REQUIREMENTS

- Excellent interpersonal, communication and customer service skills
- Extensive computer skills, including Microsoft Office, the ability to utilize nursing lab equipment, and the ability to use overhead projectors and other presentation aids
- Valid PA Driver's License and the ability to travel regionally

### EDUCATION & EXPERIENCE

- MSN or currently working toward an MSN, MSN preferred
- Current PA RN licensure
- Minimum of 4 years of RN experience in nursing practice, nursing education and administration.

### 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 50 lbs.	Pushing: O
Grasping: O	Kneeling: S
Climbing: O	Crawling: S
Squatting: O	Bending/Stooping: O

#### HOURS

#### MONTHS

#### TYPE OF POSITION

#### FLSA STATUS

#### INSURANCE

12 Months / Year, Some evening and weekends

Permanent (P) or Temporary (T): P

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

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: \_\_\_\_\_

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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.