



Position Announcement

Director of Practical Nursing Program

Position Description:

The Director of the Practical Nursing (PN) Program is a full-time 10.5 month academic position that reports directly to the Dean for Allied Health. The Director of Practical Nursing is responsible and accountable for the administration, planning, implementation, and evaluation of the Practical Nursing Program, along with the Medication Assistant, Nursing Assistant and Phlebotomy Programs. The PN Director ensures student learning and program outcomes of the assigned programs are met while maintaining regulatory compliance with the Arkansas State Board of Nursing and the Department of Human Services Division of Provider Services and Quality Assurance. The Director of the PN Program also serves as a member of the faculty providing classroom and clinical instruction to students as assigned.

Qualifications:

- Unencumbered license as a Registered Nurse in the State of Arkansas or Compact State of residence.
- Minimum of a baccalaureate degree in nursing required with a master's degree in nursing preferred.
- Minimum of two years' experience in clinical nursing practice and/or nursing education.
- Excellent leadership, organizational, interpersonal and communication skills.
- Strong computer skills to support duties related to program administration and academic instruction.

Responsibilities:

1. Communicates and disseminates information to the PN and AH faculty; to the Dean for Allied Health; and to other faculty as appropriate and maintains open lines of communication.
2. Serves as Department Director for Practical Nursing, Medication Assistant, Nursing Assistant and Phlebotomy Programs and implements requests to call faculty together for recommendations regarding their instructional area.
3. Responsible for, in conjunction with the Dean for Allied Health for maintaining program approval from the Arkansas State Board of Nursing, and Department of Human Services Division of Provider Services and Quality Assurance. This includes submitting annual reports, preparing for site visits, and conducting a program reviews/self-studies as indicated.
4. Coordinate the annual NCLEX and ASBN application process ensuring PN applicants have met requirements to set for the licensure exam along with ensuring other program licensing/certification processes are followed.

5. Represent the College's Practical Nursing Program on the Council of Nurse Administrators of Nursing Education Programs (NANEP) in Arkansas and on the Practical Nursing (PN) Council. Attend meetings as scheduled and disseminate information to faculty and staff.
6. Implements decisions concerning course offerings and curriculum changes (number of courses, sections, times, spaces, and instructors) and revisions following academic policies.
7. Reviews and updates course syllabi and first-day handouts.
8. Develops and/or maintains a record system for accountability and planning purposes reflecting the resource management responsibilities for the Department.
9. Handles general correspondence and procuring and maintaining supplies, materials and equipment.
10. Participates in budget planning, preparation, and administration of assigned programs.
11. Leads faculty in the assessment, evaluation and reporting of the Systematic Plan of Evaluation to include established student learning outcomes and program outcomes.
12. Recommends and implements data-driven academic and program improvements based on faculty review and analysis of results from the Systematic Plan of Evaluation and Assessment Process.
13. Transmits job applications to the selection committee of the instructional area when vacancies occur or new positions are created. Recommendations of the selection committee will be forwarded through the Director to the Dean for Allied Health, and the Chief Academic Office.
14. Coordinates the orientation/mentoring process and the supervision of new full and part-time faculty.
15. Provides evaluations and contract recommendations for all instructional staff. Monitors any evening and off-campus sessions as assigned.
16. Provides the faculty with professional development information and off-campus professional meetings; coordinates the faculty decision regarding representation.
17. Maintains a current list of approved adjunct and part-time faculty and makes appropriate assignments.
18. Maintains a correct accounting of overload and part-time hours accumulated by term for each faculty member in accordance with the approved policies. Approves and signs part-time faculty time sheets.
19. Coordinates the appropriate utilization of clinical agencies/facilities ensuring executed affiliation agreements are maintained and adhered to by the assigned programs.
20. Ensures the clinical laboratories are maintained and meet best practice guidelines to promote student learning and provide a safe environment for students and faculty.
21. Demonstrates effective leadership by motivating students, faculty and staff in a positive and professional manner.
22. Demonstrates effective interpersonal relations and communication skills with students, Nursing and ANC faculty, academic staff, Dean for Allied Health, Chief Academic Office and ANC administrative staff.
23. Attends and participates in College Committees/activities as assigned.
24. Implements responsibilities of the Director in an organized and effective manner utilizing time management and meeting scheduled deadlines/objectives.
25. Meets job responsibilities as outlined in the Practical Nursing Instructor Job Description and actively participates in the faculty ranking process.
26. Performs any other responsibilities arising from his/her Division and/or assigned by the Dean for Allied Health.

Salary: Salary commensurate with education and experience as defined on the High Demand Salary Schedule. A generous fringe benefits package is included.

Application Deadline: Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedure: To be considered for this position, interested candidates should submit all of the following; cover letter, resume, completed application (available at www.anc.edu/jobs) and transcripts to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109.** Call (870) 762-3121 or email thampton@smail.anc.edu for more information.

Applicants applying for position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: September 17, 2021

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