



POSITION DESCRIPTION

Director of Nursing Program

DEPARTMENT: Academic Services

SALARY RANGE: \$65,000-\$70,000

FUNCTION: The Director of Nursing assumes a leadership role in the Division of Science and Technology. The Director of Nursing will be responsible for the continued, successful accreditation/approval of a program through leadership and management. As the Director of Nursing, this individual will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The Director of Nursing will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; and advise and support students. The Director of Nursing will engage in the professional work to advance the College's mission.

The Director of Nursing serves as mentor to faculty, students, and colleagues as collaborator with other college administrative officers, interprets college policy, advocates for his or her department from a perspective of the best overall interests of the College, leads faculty in important processes that shape the curriculum and have an impact on the learning of students, and effectively articulates department and college missions to internal and external constituencies. All of this is accomplished through effective communication.

The responsibilities and duties of the Director of Nursing include those described below. In the performance of these duties the Director of Nursing is expected to seek the advice of departmental faculty colleagues systematically, provide for the conduct of departmental affairs in an orderly manner through department meetings and the appointment of appropriate committees, and keep department members informed of his or her actions in a timely fashion. The Director of Nursing is also expected to seek student feedback on matters of concern to those enrolled in the department's programs.

REPORTS TO: Division Chair of Science and Technology

JOB RESPONSIBILITIES:

- **ADMINISTRATIVE:** The Director of Nursing shall have the authority, accountability, and responsibility for all aspects of the programs, including but not limited to developing and maintaining program budgets supportive of optimal student outcomes; maintaining communication with the controlling agency, nursing faculty, students, clinical agencies, accreditation agencies and Board of Nursing.
- **DEVELOP CURRICULUM AND CONDUCT ASSESSMENT:** The Director of Nursing will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. The Director of Nursing will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcomes, enrollment, retention, and completion data to support continuous improvement.

- **LEAD ACCREDITATION & APPROVAL:** The Director of Nursing will understand and follow South Carolina Board of Nursing regulations and standards and complete accreditation/certification requirements including reports, self-studies, and campus visits by accrediting/approval agencies.
- **CLINICAL SITES:** The Director of Nursing will build partnerships to coordinate and maintain placement sites for clinical or experiential learning for students as required by accreditation/approval.
- **FACULTY RECRUITMENT:** The Director of Nursing will recruit and mentor adjunct faculty; assist in staffing and evaluating part-time and full-time faculty; assist in budget management for the programs; assist in the development of grants in support of the programs; and serve as initial point of contact for student concerns or issues.
- **PROVIDE INSTRUCTION:** The Director of Nursing will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner centered instructional methods; utilize new technology and the Clinton College learning management system (Brightspace) in all classes. The Director of Nursing will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.
- **ENGAGE IN ADVISING & STUDENT SUPPORT:** The Director of Nursing will engage students in the advising process; meet with advisees face-to-face as often as needed; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.
- **PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT:** The Director of Nursing will work to advance the College's mission and vision; abide by the College's values, following policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.
- **ENGAGE IN PROFESSIONAL DEVELOPMENT:** The Director of Nursing will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

MINIMUM EDUCATION REQUIRED:

- Completion of an approved registered nursing education program.
- Doctorate in Nursing from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Experience of at least five years in the practice of nursing as a registered nurse
- Two years of experience as a faculty member in a registered nursing education program.
- Current, valid license as a registered nurse in the State of South Carolina
- Simulation Certifications

MINIMUM QUALIFICATIONS/SKILLS:

- Strong interpersonal skills with students

- Ability to work as a team member and supervise others
- Five years or more of progressively responsible experience in a job-related field

Application Instructions:

Applications should include a resume, transcripts, and teaching philosophy must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. **Official transcripts will be required if hired.** The subject line of the email should read "Department Chair-Nursing." The process will continue until the position is filled.

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.