



## Job Classification Description

**DIRECTOR OF NURSING EDUCATION/VTC  
Non-Bargaining Unit**

**Grade 16  
Exempt**

### **BASIC FUNCTION**

To oversee and manage the VSC academic and field experience program in practical nursing to meet the accreditation criteria for the statewide program and to prepare participating students for becoming practitioners and to pass national licensing examination.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Plan, implement, administer or oversee, monitor and evaluate the major activities of a multi-site Licensed Practical Nursing (LPN) Program and Associates in Science in Nursing Program in conjunction with the academic policies and activities of Vermont Technical College and the Vermont State Colleges.
- Establish and maintain agreements with clinical affiliations, cooperating agencies, community groups, state and national advisory boards and accreditation organizations and others as needed; manage the provision of facilities for classrooms, laboratories, library and other functions, including maintaining leases and other property agreements.
- Provide leadership for faculty and staff to carry out the academic and clinical instruction and to plan and revise the educational curriculum to be consistent with statewide program philosophy, objectives, current nursing practices and trends.
- Establish program policies and standards for admission and graduation requirements in conjunction with program staff and outside advisory groups.
- Monitor student areas such as enrollment and retention; develop and oversee recruitment strategies; oversee financial aid assistance for nursing students and; deal with a variety of other student issues as needed.
- Develop and administer the statewide program operating budget, including: implement controls for the management and disbursement of program funds, prepare and maintain financial reports as needed.
- Provide supervisory leadership and support to assigned staff.
- Prepare a variety of administrative and management reports relating to statewide program activities, data, financial and other informational areas.
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Director of Nursing Education/VTC, cont'd

- Confer regularly with VTC and VSC Administrators to plan and evaluate program goals, exchange information and resolve problems.
- Stay abreast of current developments and trends in the field of practical nursing and nursing education through professional development opportunities; serve on related committees and/or boards and participate in state, regional and national affiliations in the best interest of the program.
- Perform other related duties relative to the Nursing Education Programs' purpose.

### **SUPERVISION RECEIVED**

Direction is received from the Dean of Academic Affairs

### **SUPERVISION EXERCISED**

Administrative leadership for faculty instructors and functional supervision of staff members.

### **MINIMUM QUALIFICATIONS**

Masters degree in nursing, health or nursing education, plus six to eight years relevant nursing and teaching experience or a combination of education and experience from which comparable knowledge and skills are acquired.

- Strong knowledge and skills related to nursing education and clinical nursing practices, theories and methods.
- Ability to design, implement and evaluate program objectives and activities.
- Experience teaching practical nursing skills and theory.
- R.N. license required.
- Excellent organizational, administrative and budget management skills.
- Ability to provide leadership, communicate and deal effectively with and represent the statewide nursing programs to the college, nursing and health care, and student communities, and a wide range of individuals throughout the State.

**This general outline illustrates the type of work which characterizes the job classification. It is not an all encompassing statement of the specific duties, responsibilities and qualifications of individual positions assigned to the classification.**