



## **Job Classification Description**

**DIRECTOR OF NURSING EDUCATION/CSC  
NON-BARGAINING UNIT**

**GRADE 16  
EXEMPT**

### **BASIC FUNCTION**

To serve as a liaison between the nursing program(s) and the administration and to provide overall leadership for the nursing program(s), personnel and students within the department.

### **CHARACTERISTIC DUTIES & RESPONSIBILITIES**

- Coordinate the activities of the faculty and department in the recruitment and review of applicants for appointments to the faculty.
- Assist the Academic Dean, or designee, in the orientation of new faculty.
- Prepare and recommend course offerings of the department and of the faculty assigned to the department. Such work includes the coordination of requests from department faculty for schedule preferences, development of departmental schedule and recommendation of such schedule to the Academic Dean or designee.
- Provide for and preside over meetings of the department to discuss department needs, activities and recommendations.
- Represent the department to the administration and to the public.
- Recommend all expenditures from department budgetary allocations. Provide initial recommendations for new departmental budgets.
- Coordinate all departmental academic advising including acceptance of major, fulfillment of degree requirements and assessment of the equivalency and transfer credit.
- Prepare departmental information for program reviews, accreditation visits and college publications.
- Assist in planning departmental offerings through assessing needs and recommending revisions in curricula and other approaches to improving education.
- Assess adequacy of library support and recommend acquisitions relative to departmental programs and offerings.
- Attend meetings of administrators as necessary.
- Serve as readily accessible point of contact and source of information for students, faculty and staff on all matters involving departmental activities.
- Recommend the need for part-time instructors and assist in the selection and rehiring of part-time instructors.
- Arrange for clinical coverage for faculty who are absent from the clinical area with the collaboration of the team coordinators.
- Conduct peer review of clinical instructors.
- Provide leadership and support to assigned staff.
- 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.
- Keep abreast of current developments and trends in the field of professional 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.
- Interview applicants and review files from the Admissions Office, make recommendations for admittance to the nursing program(s).
- Monitor enrollment and retention of students and student outcomes.
- Plan, implement, administer, oversee, monitor, and evaluate the major activities of the Castleton Nursing Department in conjunction with the academic policies and activities of the College and VSC.
- Perform other duties as assigned.

#### **SUPERVISION RECEIVED**

General supervision is received from the Academic Dean.

#### **SUPERVISION EXERCISED**

Administrative and functional supervision of faculty and support staff within the assigned department and program. Supervision of staff assistant.

#### **MINIMUM QUALIFICATIONS**

Master's degree, with a doctorate preferred, in nursing or related field, plus three to five years of relevant teaching and administrative experience, or a combination of education and experience from which comparable knowledge and skills are acquired.

- Current registration as professional nurse in the State of Vermont.
- Current membership in ANA or NLN.
- Current certification CPR.
- Current professional liability insurance.
- Thorough knowledge of higher education and administration practices and principles. Knowledge of current trends in nursing field.
- Ability to deal effectively with a wide range of individuals/groups inside and outside the VSC.
- Ability to relate academic or special program functions to overall college programs or goals.

**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.**