

## POSITION: DIRECTOR OF NURSING

### QUALIFICATIONS:

- ◆ Master's degree in Nursing **required**.
- ◆ Minimum of three (3) years of experience in nursing education, preferably at the associate degree level, **required**.
- ◆ Minimum of three (3) years of experience in nursing practice **required**.
- ◆ Current unencumbered Alabama licensure as a registered nurse **required**.
- ◆ Faculty credentials as specified by the Alabama Community College System Board of Trustees, Alabama Board of Nursing, and SACSCOC policies for teaching in the Nursing Education programs **required**.
- ◆ Three (3) years of administrative/supervisory experience *preferred*.
- ◆ Teaching experience and educational preparation to ensure current knowledge of program content and educational design, skill in educational methodologies, and expertise in program administration.
- ◆ A commitment to the teaching-learning process of the community college and the open-door admission process.
- ◆ Philosophy compatible with associate degree and practical nursing education and the community college mission.
- ◆ Knowledge of the Alabama Nurse Practice Act, Alabama Board of Nursing Administrative Code, and ACEN Standards of Accreditation.

### DUTIES:

#### Teaching Responsibilities:

- ◆ Instructs students in the classroom at twenty-five percent of workload.
- ◆ Conducts instruction in a wide variety of settings and time frames, to include day, evening, and weekends as well as both on and off campus.
- ◆ Assists in the planning of instruction; prepares course materials, objectives, and syllabi; and designs curriculum.
- ◆ Serves as faculty advisor.
- ◆ Serves as a faculty sponsor to student organizations as assigned.
- ◆ Counsels students with disciplinary issues, and documents decision for student file.

#### Supervisory Responsibilities:

- ◆ Ensures excellence in educational delivery and course/program management.
- ◆ Directs and supervises the planning, implementation, and evaluation of the Nursing Education programs, including on-campus and online offerings.
- ◆ Prepares instructional offerings at off-campus sites by scheduling classes and arranging for or assigning qualified instructors.
- ◆ Travels to all campuses to consult with faculty and assist students.
- ◆ Oversees and interprets data related to enrollment management, recruitment, and retention for Nursing Education.
- ◆ Prepares program budget requests and supervises the approved budgets.
- ◆ Prepares the ACEN Self-Study for continued accreditation, and assigns faculty standards to address.
- ◆ Oversees SACSCOC compliance and specialty accreditation compliance for the registered nursing and licensed practical nursing programs.
- ◆ Completes all Unit Strategic Plans and Student Learning Outcomes processes for the Nursing

Education programs and evaluates program outcomes.

- ◆ Oversees and verifies admission, progression, and dismissal of nursing students. Approves and signs correspondence.
- ◆ Maintains inventory and equipment assigned to Nursing Education.
- ◆ Assigns classrooms, labs, or other areas used by staff and faculty.
- ◆ Ensures that all learning environments (e.g., classroom and lab facilities) are maintained in a safe and orderly manner.
- ◆ Prepares and disseminates faculty workload assignments in a timely manner.
- ◆ Provides for staff professional development.
- ◆ Supervises and evaluates support staff on an ongoing basis.
- ◆ Assists instructors with the use of technology.
- ◆ Directs and participates in the development and evaluation of course syllabi.
- ◆ Collects and interprets data related to nursing education to improve outcomes.

#### Leadership Responsibilities:

- ◆ Conducts program meetings monthly to maintain communication, quality, and continuity.
- ◆ Represents Nursing Education at college meetings and other activities.
- ◆ Actively partners with community affiliates to meet workforce needs in Region 2.
- ◆ Recruits, hires, orients, and evaluates full-time and part-time faculty.
- ◆ Supervises full-time and part-time instructors and evaluates instructors on an ongoing basis with an annual evaluation completed by the defined College schedule.
- ◆ Maintains program records and reports and submits reports yearly to the ABN and ACEN.
- ◆ Participates in a variety of college activities.
- ◆ Participates in the development and evaluation of catalog entries, supplements, brochures, and website.
- ◆ Directs and participates in the academic and career advisement of students.
- ◆ Provides positive direction and vision to nursing faculty to meet department goals.
- ◆ Identifies and documents deficiencies in faculty instruction/behaviors and provides due process to faculty with follow up to resolution.
- ◆ Organizes and prepares for a minimum of one Nursing Advisory Committee Meeting annually.
- ◆ Organizes a multidisciplinary health science team simulation each year.
- ◆ Provides one team building exercise for faculty each year.
- ◆ Presents in one campus professional development activity per year.
- ◆ Meets bi-weekly with Remediation, Simulation, and Clinical Coordinators to ensure excellence.
- ◆ Meets with hospital and nursing home leaders at least twice a year to assess community educational needs and arranges continuing education activities for community nurses on GSCC campus utilizing GSCC simulation equipment.
- ◆ Work closely with ACCS and hospitals/extended care facilities to find a workable curriculum for CNAs to enter the nursing program with credit for service learning.
- ◆ Works to expand nights, online, and weekends (NOW) on Wallace Drive Campus.
- ◆ Has a physical presence at least one day a month on all three nursing campuses.
- ◆ Has a presence in the hospitals and extended care facilities in the GSCC service area at least once a semester to actively recruit students into GSCC Nursing program.
- ◆ Create a nursing student ambassador program to recruit nursing students into GSCC program.

#### Miscellaneous Responsibilities:

- ◆ Participates in local, regional, state, and national activities necessary to maintain awareness of current issues affecting higher education and specific disciplines.
- ◆ Complies with all policies of the College, the Alabama Community College System, and the ACCS Board of Trustees.
- ◆ Performs additional duties assigned by the Dean of Health Sciences and relevant to the Nursing Education programs.

#### Division Specific Responsibilities:

- ◆ To be determined by the Dean of Health Sciences.

*Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.*

**PROJECTED STARTING DATE:**

January 2021

**SALARY:**

Salary Schedule C-1 – \$80,216 - \$115,065

**APPLICATION DEADLINE:**

November 24, 2020 – 4:00 P.M.

**APPLICATION PROCEDURE:**

**ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.** Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copies of transcripts of postsecondary education; and (e) copies of current licensure.

*Application materials must provide documentation that the applicant meets all minimum qualifications.*

Send to:

**DIRECTOR OF HUMAN RESOURCES  
GADSDEN STATE COMMUNITY COLLEGE  
P. O. Box 227  
GADSDEN, AL 35902-0227  
(256) 549-8236**

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.  
Application materials are considered privileged and confidential and will be used for employment purposes only.

**Gadsden State Community College is an equal opportunity employer.**

**It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.**

**Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.**

**More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.**

**The College reserves the right to withdraw this job announcement at any time prior to the awarding.**

**Any offer of employment is contingent upon a satisfactory criminal background investigation.**

**This employer participates in E-Verify.**