

ASSISTANT DIRECTOR OF NURSING

Reports to: Director of Nursing
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary Range: \$55,000 – 65,000
Revised: November 2024

This position reports to the Director of Nursing and is part of the leadership team for nursing. The position is responsible for the day-to-day operation of one-half of the nursing program and is the person-in-charge of one campus and one extension site of the nursing program.

Job Duties

Under the leadership of the Director of Nursing and within his or her area of assignment, the Assistant Director will:

1. Coordinate and supervise the nursing program at one physical campus and on-line campus, including all full and part-time faculty, and administrative assistant;
2. Provide leadership for developing, implementing, evaluating, and improving the nursing education program;
3. Maintain standards of nursing education in conformity with those set by state and national accrediting agencies;
4. Screen potential nursing instructors and other personnel in the nursing program as well as evaluate all employees directly;
5. Coordinate and schedule all laboratory and clinical experiences needed within the Assistant Director's area of responsibility with a full understanding of the requirements of each clinical location.
6. Orient new faculty and identify specific needs for further continuing education;
7. Along with program faculty, select instructional materials and recommend library acquisitions and equipment;
8. Develop standards for selection of students in consultation with nursing faculty;
9. Participate in the evaluation, selection and retention of students
10. Serve as a member on committees for the college and cooperating agencies;
11. Participate in professional organizations, seminars, conferences, and workshops;
12. Prepare and administer the budget of the area of assignment within the nursing program;
13. Comply with the rules, regulations, and policies of the Board of Trustees, Kansas State Board of Nursing, and the Accreditation Commission for Education in Nursing (ACEN).
14. Assist in teaching courses as the Assistant Director's schedule allows;
15. Be an active member of the Nursing Leadership Team.
16. Perform other duties as assigned by the Director of Nursing.

Required Knowledge and Abilities

1. Supervisory skills.
2. Strong organizational and coordinating skills.
3. Evidence of excellent oral and written communication skills.
4. Proven strong computer skills.
5. Ability to work effectively with diverse populations.
6. Willingness and ability to work as a member of a team.

Education and Experience

- Master's degree in Nursing required.
- Additional nursing certificates beyond the RN, such as nursing administration and/or nursing education preferred.
- Supervisory experience preferred.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. No or very limited physical effort required.
3. No or very limited exposure to physical risk.
4. Occasional travel required.

Background and Motor Vehicle/Driving Record Checks

"All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment." If applicable for the position you must have a valid driver's license and ability to be covered under college insurance.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, Assistant Director of Nursing, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. NCCC employment application available at www.neosho.edu/Careers. Review of applications begins upon receipt

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>

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