

**NASHUA COMMUNITY COLLEGE
SUPPLEMENTAL JOB DESCRIPTION**

INCUMBENT: Jeanne Hayes

FLSA: Part-time Exempt **EEO-6 CODE:** 1-12 (Administrative, Managerial) **SOC CODE:** 11-3011

CLASSIFICATION: Administrator IV **CLASSIFICATION CODE:** 007200

IN-HOUSE TITLE: Interim Director of Nursing **DATE ESTABLISHED:** 11-22-2019

POSITION #: N2R00085 **DATE OF LAST AMENDMENT:** 11-22-2019

SCOPE OF WORK: Serves as the Director of Nursing responsible for the directing the Nursing program's accreditation process and for ensuring compliance with accreditation standards. This position reports to the Vice President of Academic Affairs at Nashua Community College.

ACCOUNTABILITIES:

- Working with the Vice-President of Academic Affairs and nursing faculty, guides and directs activities of the Nursing Department in areas of curriculum development, program organization, and coordination of the Nursing Advisory Board.
- Ensures and maintains professional standards that meet the NH Board of Nursing and other accrediting requirements. Coordinates departmental accreditation activities.
- Arranges nursing program contractual agreements with cooperating agencies.
- Oversees teaching effectiveness through the development, modification, and evaluation of program curricula and instructional materials that comply with established course content, integrate theory with applications, clearly define course goals, observe program and institutional accreditations standards, promote critical thinking and life skills and respond to diverse academic needs.
- Coordinates and leads departmental activities and operations by meeting with executive and advisory groups to discuss needs, career developments, and the effectiveness of instruction, developing and evaluating credit and non-credit programs and/or courses, mentoring faculty in subject area competency and instructional expertise, actively cultivating and maintaining collaborative relationships with business and industry within the field of instruction, and engaging in outreach to educational partners for the development and implementation of articulation initiatives.
- Remains technologically and pedagogically current within the specialized field of instruction through participation in relevant professional associations and education and training activities. Promotes utilization of appropriate instructional and administrative technologies as required for teaching effectiveness and college operations/communications.
- Observes all academic policies and procedures and institutional rules and regulations and demonstrates ethical and professional behavior.
- Complies with all system, college, campus, state and federal rules and regulations.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Education: Master's degree from a regionally accredited college or university with major study in Nursing.

Experience: Eight years (8) of nursing and/or teaching experience, five (5) years of which in an administrative or supervisory level with duties associated with program administration, program planning and evaluation and management experience directly related to the field of Nursing.

SPECIAL QUALIFICATIONS: Must have experience as a nurse educator in an academic setting.

License/Certification: Possession of current or active RN licensure. Must meet the continuing education requirements by the Board of Nursing to maintain continuing licensure. Access to statewide transportation.

RECOMMENDED WORK TRAITS: Skilled in planning, implementing, promoting, and evaluating educational programs and the needs of students. Thorough knowledge of teaching methods, use of instructional materials and the organization of subject matter into effective teaching units in technology or other specialized programs. Ability to originate and implement new programs and to improve existing programs. Ability to project and maintain a positive disposition with students, faculty, administration and staff. Ability to supervise professional instructional staff and collaborate in development of programs, policies and procedures. Knowledge of budget development and management. Strong communication skills, both oral and written. Ability to work effectively with clinical affiliates, vendors and community organizations. Must be willing to maintain appearance appropriate to assigned duties and responsibilities as determined by the college's appointing authority.

DISCLAIMER STATEMENT: This class specification is descriptive of general duties and is not intended to list every specific function of this class title.

SIGNATURES:

The above is an accurate reflection of the duties of my position.

Employee's Name (typed)

Employee's Signature

____/____/____
Date Reviewed

Supervisor's Name and Title: Robyn Griswold, Vice President of Academic Affairs

The above job description accurately measures this employee's job duties.

Supervisor's Signature

____/____/____
Date Reviewed

CCSNH Human Resources

____/____/____
Date Approved