



Job Description

Job Title: Director of Nursing Education
Department: Nursing Education

Grade: O
FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

The Director of Nursing Education has authority and responsibility for the development and administration of the Nursing Program, to include preparing and administering the program budget.

Characteristic Duties and Responsibilities:

1. Manages full-time and part-time nursing faculty and appropriate support personnel.
2. Manages nursing curriculum implementation.
3. Maintains nursing program approval/accreditation/regulatory requirements.
4. Develops, administers and manages the nursing program budget.
5. Monitors nursing student progression and concerns.
6. Negotiates with our clinical partners for educational use of facilities.
7. Maintains program outcome data for the purpose of program improvement.
8. Prepares ongoing program/curriculum review reports as required by agencies and college policy.
9. Ensures a comprehensive program/curriculum review process.
10. Performs annual PDP of nursing faculty.
11. Other duties as assigned.

Reporting Relationships:

Direction Received: Reports to the Dean of Health Programs

Direction Given: First line supervisor of professional staff and non-exempt employees

Minimum Requirements:

Master's Degree from a regionally accredited institution in Nursing; six or more years of experience in clinical nursing practice as a registered nurse; two years of experience teaching in a nursing program to educate registered nurses. A current unrestricted RN license to practice in North Carolina.

Preferred Qualifications:

- Doctorate Degree from a regionally accredited institution in Nursing or a health-related field, plus a Master's Degree in Nursing, with five years of experience teaching in or leading an Associate Degree Nursing program in a community college setting.



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Knowledge, Skills, Abilities and Worker Characteristics:

- Skilled in planning, implementing, promoting, and evaluating the Nursing Program and the needs of students
- Strong communications skills, both oral and written, as well as the ability to communicate effectively in a collegially diverse environment
- Ability to interact professionally with clinical partners and vendors
- Excellent leadership and supervisory skills
- Strong knowledge of budget development and management
- Ability to help maintain National Accreditation and standards

Working Conditions:

Typical office environment