



Cañada College ♦ College of San Mateo ♦ Skyline College

## GENERIC POSITION DESCRIPTION

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### **DIRECTOR OF NURSING**

An Academic Supervisory Position (Exempt)  
Grade 193E – Salary Schedule 35

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#### **A. General Statement**

The Director of Nursing serves as the academic manager responsible for leadership, planning, developing, organizing, day-to-day management, and evaluating the Associate Degree Nursing Program and other closely related programs and services. Public contact is extensive and can include students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college and program, to serve as a technical resource person for the program, and to design original program components and services. Consequences of errors in judgment can be costly in public relations and in employee time; however, management controls limit the risk of more serious consequences. This is an academic manager classification.

#### **Duties & Responsibilities**

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Develops curriculum goals, objectives, and learning activities for the Nursing Program in concert with the faculty and staff
2. Updates the curriculum in keeping with community, technological, demographic and college changes
3. Assures compliance with the rules and regulation of the Board of Registered Nursing (BRN)
4. Coordinates and orients nursing faculty
5. Serves as a liaison between the college and community agencies in the planning and coordinating of clinical facilities
6. Supervises the recruitment, admission and progress of students
7. Chairs the Nursing Advisory Committee and receiving input from representatives of community agencies
8. Utilizes college resources in writing grants, reports, and for planning and administering the Program budget
9. Participates actively with other managers in planning processes and in addressing college concerns
10. Coordinates the ongoing process of program evaluation
11. Performs other related duties, as assigned

**C. Requirements**

1. Possession of or ability to qualify for a valid, active California RN license
2. Master's or higher degree from an accredited college or university, which includes course work in nursing, education or administration
3. A minimum of one year's experience in an administrative position
4. A minimum of two years' experience teaching in pre- or post-licensure nursing program
5. At least one year of experience as a registered nurse providing direct patient care OR equivalent experience and/or education as determined by the Board of Registered Nursing. Note: It is the applicant's responsibility to demonstrate that a non-nursing degree and/or non-academic administrative experience meets the requirements listed above.
6. Ability to work effectively and constructively with persons from diverse cultures and language groups. Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students, faculty, and staff, including those with physical and learning disabilities. Sensitivity to gender issues.

**D. Physical/Other Requirements**

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to details; listening, good memory, sensitivity and tact; persuasive communication; negotiation; compromise; manual dexterity; working independent of direct supervision or specific guidelines; data analysis in order to perform the essential functions.

**E. Knowledge, Skills & Abilities**

1. Demonstrate ability to communicate effectively, both orally and in writing, with administrators, faculty, staff, students, and the community at large
2. Knowledge of and experience with Nursing education policies, partnerships and procedures
3. Understanding of and commitment to the role and purpose of the community college
4. Familiarity with the use of instructional technology and media to enhance teaching and student learning
5. Experience in directing the work of others and in providing positive problem solving skills
6. The ability to elicit and bring focus to recommendations from State agencies, hospital consortiums and clinic personnel, students, faculty, staff, and administrators
7. Organizational skills that enable the performance of duties in a timely manner and with attention to detail
8. NOTE: Ability to speak a second language is desirable but not required

(3/2015)