CAPE FEAR COMMUNITY COLLEGE
DIRECTOR ALLIED HEALTH/NURSING PROGRAMS

DEFINITION

To lead, direct, manage, supervise, plan, and coordinate the Allied Health/Nursing programs for the college; to coordinate assigned activities with other college departments, divisions, and outside agencies; and to provide highly responsible and complex administrative support to the Dean of Vocational/Technical Programs.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Dean of Vocational/Technical Programs.

Exercises direct and indirect supervision over faculty and clerical staff.

ESSENTIAL AND OTHER IMPORTANT FUNCTION STATEMENTS

--Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

Provide leadership and management responsibility for workforce preparation in Allied Health/Nursing programs and activities that incorporate current technology and effective methods of instruction that meet the needs of employers.

Plan, direct, and participate in the instruction for nursing programs; develop supplemental materials and tests; maintain accurate records of student attendance and performance.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Allied Health/Nursing including curriculum development and instructional coordination; recommend, within departmental policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor work load, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review with the Dean of Vocational/Technical Programs.

Select, train, motivate and evaluate division faculty and staff; provide or coordinate professional development of faculty and staff; work with employees to correct deficiencies; implement discipline and termination procedures.
Plan, direct, coordinate, and review the work plan for Allied Health/Nursing programs; meet with staff to identify and resolve problems; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

Coordinate and participate in the development and administration of the Allied Health/Nursing programs annual budget; direct the forecast of funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as liaison for Allied Health/Nursing programs with other college departments, division, agencies, industries, organizations, and the media; negotiate and resolve significant and controversial issues.

Recruit, interview, evaluate, and hire Allied Health/Nursing instructors; develop and draft instructor contracts and necessary materials for instructors.

Develop, coordinate and implement faculty schedules to ensure an equitable allocation of course assignments; assign division office space.

Provide direction for the development, implementation and review of curriculum courses and programs.

**Other Important Functions:**

Assess material, supply, and equipment needs for Allied Health/Nursing programs; submit requisitions for the ordering of supplies; maintain an inventory of equipment and supplies.

Serve on a variety of committees and study groups; research and develop recommendations related to academic and instructional programs.

Coordinate the academic program efforts to recruit and retain students; coordinate the development, review, and revision of program publications, publicity and other community relations’ activities.

Coordinate activities with student services in the implementation of CFCC ADN/LPN admission, progression, and graduation policies.

Coordinate the selection, use and maintenance of equipment and facilities assigned to the program; may identify, negotiate and contract for educational facilities and locations.

Represent the college to the community and outside organizations.

Provide guidance and advice to students.

Perform related duties and responsibilities as required.
QUALIFICATIONS

Knowledge of:

Organizational and management practices as applied to the planning, analysis and evaluation of programs, policies and operational needs.

Principles and practices of budget preparation and administration.

Principles of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes and regulations.

Principles and procedures of academic and instructional program development and administration in the area of assignment.

Principles and practices of curriculum development and instructional strategies.

Current trends, research and development in the area of assignment.

Ability to:

Interpret and apply college goals, objectives, policies, procedures, rules and regulations.

Analyze problems; identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Select, supervise, train and evaluate instructional staff.

Effectively direct the provisions of the academic area to which assigned in support of the college programs.

Gain cooperation through discussion and persuasion.

Oversee the preparation and administration of a departmental budget.

Conduct committee meetings in an effective and efficient manner.

Maintain effective audiovisual discrimination and perception needed for:

- making observations
- reading and writing
- communicating with others
- operating assigned equipment
- handling varied tasks simultaneously
Maintain physical condition appropriate to the performance of assigned duties and responsibilities, which may include the following:

- standing or sitting for extended periods of time
- operating assigned equipment

Maintain mental capacity, which allows the capability of:

- making sound decisions
- evaluating the effectiveness of programs and personnel
- demonstrating intellectual capabilities

Communicate clearly and concisely, both orally and in writing.

Establish and maintain cooperative-working relationships with those contacted in the course of work.

**Experience and Training Guidelines:**

**Experience:**

Four years of increasingly responsible experience with responsibility for academic and instructional programs in an administrative capacity including at least two years of experience in teaching and/or counseling at a post-secondary level.

Each nurse faculty employed after July 1, 1992 shall have had a minimum of two calendar years prior full-time employment or the equivalent in clinical nursing practice as a registered nurse. The nurse director shall have had at least two years teaching at or above the academic level of the program.

**Training:**

A bachelor’s degree from an accredited college or university with major course work in education, one of the sciences or liberal arts or industrial arts depending on assigned program, or a related field. A master’s degree is preferred. The nurse director of a program preparing individuals for registered nurse practice shall hold a baccalaureate and a master’s degree, one of which shall be in nursing. The nurse director shall have had at least two years experience teaching at or above the academic level of the program.

**Licensure:**

Each nurse faculty member shall hold a current unrestricted license as a registered nurse in North Carolina.

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