

Miles Community College
Director of Nursing

Department: Nursing
FLSA Status: Exempt

Job Status: Full Time
Reports To: Vice President of Academic Affairs
Positions Supervised:
Nursing Administrative Assistant, Nursing Faculty

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s)

- Responsible for ensuring that all faculty, CRRNs, and preceptors meet the requisite qualifications and maintaining current records of those qualifications and performance evaluations.
- Responsible for compliance with State Board of Nursing rules.
- Manage department's financial affairs effectively, ethically, and innovatively within the constraints of approved budget.
- Responsible for faculty assignments and evaluations as well as managing educational resources. Negotiates with community agencies and institutions for learning facilities and clinical experiences. Ensure that all clinical agency contracts are executed periodically, according to institutional or program policy.
- Representative responsible for presenting MCC Nursing with the Montana State Board of Nursing (SBON) and Accreditation Commission for Education in Nursing (ACEN) and responsible for reports required by SBON and ACEN.
- Coordinates meetings between the nursing faculty and nursing staff members at affiliated agencies on a semester basis.
- Prepares and administers the budgets of the Nursing Programs in the consultation with the Vice President of Academic Affairs.
- Prepares required reports regarding the Division of Nursing and its component programs for accrediting agencies and the College.
- Maintains student records as per program and institutional policies.
- Manage class schedules and calculates load for each instructor every semester.
- Provides the Vice President of Academic Affairs with contract needs for full and part-time instructors within the Nursing department each year.
- Assembles and edits materials promoting recruitment in the Nursing programs.
- Addresses public groups regarding the Nursing and Allied Health Programs.
- Voting member of the Nursing Admissions Committee of the College.
- Conducts regular nursing faculty meetings.
- Chief academic advisor for nursing students.
- Interviews and makes recommendation for hiring of nursing faculty.
- Teaches as appropriate in the Nursing Program.
- Serves on the Administrative Council and Academic Standards and Curriculum Committee.

POSITION QUALIFICATIONS

Competency Statement(s)

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.
- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, products and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.

SKILLS & ABILITIES

Education: Master's Degree in nursing from a nationally recognized program.

Experience: At least two (2) years of experience in nursing practice; and at least two (2) years of experience in nursing education; and educational preparation or experience in curriculum development and administration.

Certificates & Licenses

Current unencumbered license to practice as a registered nurse in the state of Montana.

Other Requirements

Compliance with established Nursing Program health policy.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ **DATE** _____

REVIEWED BY (EMPLOYEE SIGNATURE) _____ **DATE** _____

Miles Community College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the Company reserves the right to change this job description and/or assign tasks for the employee to perform, as the Company may deem appropriate.