Job Description: Coordinator of Practical Nursing Program

The Coordinator of Practical Nursing Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. This position reports to the Dean of Career and Technical Education or as designated by the President.

Qualifications for this position are:

1. Shall have a minimum of a Bachelor of Science in Nursing;
2. Three (3) years of clinical experience immediately prior to appointment;
3. Currently licensed to practice professional nursing with an undisciplined license in Missouri;
4. Previous administrative experience preferred.

The Coordinator of Practical Nursing Program shall:

1. Be responsible for the development of philosophy and objectives, and the curriculum for the initial program;
2. Implement and evaluate curriculum;
3. Review and revise curriculum with nursing faculty;
4. Maintain communication between nursing department faculty and MACC administration;
5. Make departmental decisions in collaboration with the Director of Nursing & Allied Health and the Dean of Career and Technical Education;
6. Coordinate clinical experience;
7. Make recommendations for Practical Nurse budget to the Director of Nursing & Allied Health and the Dean of Career and Technical Education;
8. Schedule and conduct regular meetings of the Practical Nursing faculty and standing faculty committees;
9. Be responsible for reports to Missouri State Board of Nursing;
10. Recruit and recommend faculty;
11. Conduct orientation of faculty;
12. Evaluate faculty in collaboration with the Director of Nursing & Allied Health;
13. Advise faculty as necessary to maintain consistency in program;
14. Be responsible for recruitment and recommendations of students;
15. Maintain open door policy with students to keep lines of communication open;
16. Give guidance and assistance to students on regularly scheduled basis as appropriate;
17. Represent Moberly Area Community College Practical Nursing Program at professional meetings and at public functions when appropriate;
18. Conduct ongoing student assessment activities and participate in student problem-solving activities in collaboration with the Director of Nursing & Allied Health;
19. Attend all college faculty meetings and the three (3) required staff development sessions;
20. Have instructional responsibilities to teach classes as assigned, formulate unit exams/quizzes, prepare and file common course syllabi and outlines, order textbooks, keep and record grades and attendance with submission of these records to the Office of the Registrar;
21. Perform other duties as assigned by the Director of Nursing & Allied Health, Dean of Career and Technical Education or the President of the College.