Job Description: Assistant Director of Nursing & Allied Health Programs

The Assistant Director of Nursing and Allied Health Programs shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and terms of employment shall be fixed by the Board of Trustees upon the recommendation of the President. The person in this position reports to the Director of Nursing and Allied Health.

Qualifications:
1. Master of Science in Nursing
2. Three out of the last five years in acute nursing care experience or nursing administration
3. Current undisciplined license as a Registered Nurse in the State of Missouri
4. Current cardiopulmonary resuscitation certification for health care providers
5. Previous administrative experience
6. Teaching experience in a post-secondary/professional nursing program preferred.

Description:
This is a 12-month position with primary responsibility for assisting in the planning, implementation, and evaluation of instructional programs in the Division of Allied Health. This position is also responsible for providing leadership and fostering positive collegial relationships with internal and external stakeholders. The position works closely with the Director in departmental operations and with Allied Health faculty in maintaining high quality programs. This is a salaried, exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Assistant Director of Nursing and Allied Health Programs shall:

1. Review and revise curriculum with Allied Health faculty, including comprehensive systematic program assessment and review;
2. Assist in coordination of clinical experiences, preparation of faculty/staff schedules, and compliance with regulatory requirements of external agencies;
3. Prepare reports for state and federal agencies as necessary;
4. Make budget recommendations to the Director of Nursing and Allied Health Programs and the Dean of Career and Technical Education;
5. Carry out departmental functions and participate in professional meetings and events in the absence of the Director;
6. Provide positive leadership and direction to faculty across all Allied Health programs;
7. Assist in the recruitment process and recommend faculty/staff;
8. Conduct orientation of new faculty/staff;
9. Provide input for faculty evaluations in collaboration with the Director of Nursing and Allied Health Programs and the Dean of Career and Technical Education;
10. Fulfill specified obligations as a faculty member if necessary;
11. Provide assistance for the implementation and delivery of Allied Health programs through distance education;
12. Provide leadership for the Associate Degree in Nursing (ADN) and Accelerated Associate Degree in Nursing (AADN) programs;
13. Conduct monthly departmental ADN meetings;
14. Assist in development of assessment plans to evaluate program outcomes for the ADN program;
15. Monitor the budget of the ADN and AADN programs and oversee monetary expenditures;
16. Develop and implement strategies to support students in successful completion of the ADN and AADN programs;
17. Give guidance and assistance to students in Allied Health program on a regularly scheduled basis and serve as a student advisor;
18. Conduct ongoing student assessment activities and participate in student problem-solving activities in collaboration with the Director of Nursing and Allied Health Programs;
19. Recruit students and serve as an ex-officio member of program admission committees;
20. Travel to off campus sites as necessary;
21. Attend all college faculty meetings and the three required staff development sessions;
22. Collaborate with the program advisory committees and maintain positive communications within the career field; and
23. Perform other duties as assigned by the Director of Nursing and Allied Health Programs, the Dean of Career and Technical Education, or the President of the College.