



LASSEN COMMUNITY COLLEGE DISTRICT
invites applications for the position of:

Director of Nursing and Allied Health

An Equal Opportunity Employer

SALARY: \$52,635.00 - \$80,319.00 Annually

OPENING DATE: 09/13/12

CLOSING DATE: Continuous

POSITION DETAIL:

Under the Executive Vice President of Academic Services, the Director plans and supervises all aspects of the Vocational Nursing program, Certified Nurse Assistant course and continuing education courses including IV Therapy, and the Health Occupations 110 series. The Director will develop and manage additional health occupations courses and continuing education courses. These activities include but are not limited to developing, implementation and evaluation of curriculum, personnel and procedures.

POSITION ATTRIBUTES:

Knowledge, Skills and Ability

- Knowledge and ability to apply District policies, rules and procedures.
- Knowledge of: laws and regulations pertaining to the allied health fields; supervisory and managerial concepts and principles.
- Ability to: perform as liaison between health care community and college programs.
- Ensure compliance with all laws, regulations and policies through effective program supervision.
- Provide supervision, leadership and motivation to a diverse group of professionals and classified staff.
- Assess the educational needs of a local and regional community.
- Seek funding sources for continued development of allied health programs.
- Plan and coordinate the effective use of faculty, staff, facilities, and resources to achieve program goals.
- Comprehend and stay current with the theories of and practices in higher education instruction and programming.
- Communicate professionally in confrontational situations.
- Compose complex reports and correspondence.
- Analyze administrative problems and prepare comprehensive, clear and concise reports independently.

- Establish and maintain cooperative working relationships with those contacted in the course of work.
- Work with diverse populations.
- Make public presentations.
- Maintain records accurately and with confidentiality as required.
- Demonstrate persistence and follow through.
- Demonstrate initiative.
- Demonstrate proficiency with computer applications.
- Compile, organize and use various financial information necessary in the preparation of budgets.

Desirable Qualifications

Knowledge of:

- California State Board of Nursing regulations.
- California State Board of Vocational Nursing regulations.
- Current nursing educational trends; .
- Diverse nursing career pathways.
- Relevant California Education Code and Title V regulations.
- Healthcare industry and needs.
- Policies and procedures appropriate to the administration of nursing programs within a community college setting.

Distinguishing Characteristics

- Excellent formal and informal communication skills.
- A collaborative style of leadership that empowers all faculty and staff within the department.
- Someone who has maintained professional currency related to the learning process, effective leadership, and the use of technology in both the classroom and office.
- An able builder of external partnerships.
- Sensitivity to and an understanding of the diverse academic, socioeconomic, and ethnic backgrounds of staff, students and the public.
- Knowledge of the history and culture of underrepresented groups and groups that have experienced discrimination.

Essential Duties and Responsibilities

- Instruction of vocational nursing classes in accordance with the course outline.
- Develop new courses and update curriculum as needed.
- Meet classes as scheduled.

- Post and keep office hours.
- Maintain and submit accurate student records in a timely manner.
- Maintain currency in subject area.
- Serve on District committees in conformance with shared governance.
- Recommend instructional materials.
- Attend graduation ceremonies.
- Complete flex requirement.
- Maintain familiarity with the California Board of Vocational Nursing and Psychiatric Technician Examiners, Nevada State Board of Nursing and the Department of Health Services rules and regulations.
- Participate in recruiting, hiring, orienting and evaluation of faculty/staff.
- Conduct on-going program review.
- Provide staff development for Nursing faculty.
- Develop agendas, conduct staff meetings, and keep minutes.
- Schedule staff and facilities for clinical rotations.
- Provide detailed interim reports including statistics for state program.
- Provide travel arrangements for students and staff clinical rotations.
- Direct the selection, counseling, evaluation, and dismissal of students from the program.
- Attend regularly scheduled director meetings.
- Update curriculum, instructional plans, and lesson plans to meet state regulations.
- Update applications for the CNA & LVN programs.
- Complete and submit annual report to Board of Vocational Nursing.
- Tabulate and organize program review data for the Board of Nursing.
- Schedule for clinical facilities.
- Process applications for admission into the LVN and CNA programs.
- Conduct annual advisory board meetings.
- Attend annual Directors meeting.

Working Conditions

Work is performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials.

Physical Abilities

- Requires light walking and standing and lifting of light weight materials (less than 20 pounds).
- Requires sufficient arm, hand, and finger dexterity to operate a personal computer keyboard.
- Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

EDUCATION & EXPERIENCE:

- Possession of a Master's or higher degree from an accredited college or university in nursing, education or administration; one (1) year experience in an administrative position; two (2) years experience teaching in pre- or post-licensure nursing programs; one (1) year experience as a registered nurse providing direct patient care and/or the equivalent as determined by the Board of Registered Nursing.
- Have completed a course or courses offered by an accredited school with instruction in administration, teaching, and curriculum development. Licensed vocational nursing.
- Possess a current active license as a Registered Nurse (in California and Nevada), a minimum of three years experience as a RN, one year of which is teaching and/or clinical supervision in a state accredited school of registered, vocational or practical nursing or psychiatric technician school within the last five years OR a minimum of three years experience in nursing administration or nursing education within the last five years, and completion of courses in administration, teaching methods, and curriculum development.

SUPPLEMENTAL INFORMATION:

Base Starting Salary \$52,635-\$60,562 annually, plus stipend for Director duties.

Anticipated Start Date: January 2013

Application Procedure:

The following must be included in your application packet in order to be considered for this position. Incomplete applications will not be considered.

1. A completed Lassen Community College Faculty Application.
2. Cover letter and resume addressing qualifications for the position.
3. Degree Posted Transcripts of all post high school education (copies acceptable).
4. Verification of Registered Nurse License.
5. Documented Verification Experience (form available at <http://www.lassencollege.edu/assets/Business%20Services/Verification%20of%20Experience2.pdf>)

Applicants are evaluated by a minimum qualifications review committee and appropriate administrator. Applicants determined to be the most qualified for the position will be invited for an interview at their own expense. For questions, contact (530) 251-8811, susiehart@lassencollege.edu.

DEADLINE: Open Until Filled

Lassen Community College is an Equal Opportunity Employer

It is the policy of Lassen Community College to provide all persons with equal employment and educational opportunities without regard to race, color religion, gender, sexual orientation, national origin, age, marital status or disabilities. Inquires may be addressed to the Office of Human Resources, (530) 251-8811.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.lassencollege.edu>

Job #DIRNURSING
DIRECTOR OF NURSING AND ALLIED HEALTH
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OUR OFFICE IS LOCATED AT:
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530-251-8811
LCCHumanResources@lassencollege.edu

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