



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Assistant Director, Associate Degree Nursing

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Assistant Director of Associate Degree Nursing is responsible for providing leadership to students and faculty in Nursing and Allied Health (NAH) for the purpose of maintaining an optimal learning and teaching environment. The faculty member assigned as Assistant Director of Associate Degree Nursing will work with Dean of Academic Affairs, Nursing and Allied Health to promote the stature of the nursing program and to ensure compliance with policies and mandates set by Hartnell College, the State of California, Accreditation Commission for Education in Nursing (ACEN), and the California Board of Registered Nursing (BRN).

Reports to: Dean of Academic Affairs, Nursing and Allied Health

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Assume a leadership role in activities sponsored by Hartnell and Nursing and Allied Health.
2. Support the dean, director for nursing, staff, faculty, and students in all activities. Act as a resource to NAH faculty.
3. Assist director when coordinating clinical placements for student and instructors.
4. Monitor compliance for clinical requirements for students and assigned faculty.
5. Participate in planning and executing college/community outreach activities.
6. Mentor clinical faculty.
7. Assist director and instructors with assessing and evaluating ADN student performance in theory and clinical courses.
8. Monitor compliance with clinical requirements for students and assigned instructors.
9. Coordinate success activities for ADN students, including ATI support, data analysis, and NCLEX review services.
10. Assist with the planning and production of the Pinning Ceremony.
11. Chair NAH committees, assuring student and faculty membership and participation. Recruit and mentor student liaisons.
12. Collaborate with nursing faculty and college curriculum committee members when developing, implementing, evaluating, and modifying ADN curriculum.
13. Review, recommend, and help coordinate procurement of educational materials.
14. Attend faculty level meetings.
15. In collaboration with the dean, director, students, and faculty, evaluate and create solutions for areas of concern or in need for improvement.
16. Assist students with licensing requirements and processes.

17. Contribute to career technical education and accreditation reports for BRN and ACEN as directed.
18. Assist dean and director in duties and responsibilities of those position as designated, including acting in the capacity of director as needed.

DELIVERABLES EXPECTED:

1. ADN curriculum and content expert oversight
2. Clinical placements for students and faculty
3. Completion of BRN and ACEN documents as directed
4. Pre-, mid-, and post-semester meetings with clinical instructors
5. Pinning Ceremony
6. Mentorship for faculty

DESIRED QUALIFICATIONS AND KNOWLEDGE:

1. Experience in nursing education, administration, and faculty mentorship.
2. Knowledge of nursing curriculum design, nursing program review/evaluation processes, clinical and classroom nursing education pedagogy, California BRN regulations.
3. Demonstrated ability to communicate effectively with administrators, faculty, staff, and students; prepare accurate statistical reports; perform peer and student evaluations.
4. Demonstrated ability to prepare accurate statistical reports and to perform peer and student evaluations.

TERMS OF APPOINTMENT:

1. The initial term of assignment will be one academic year. Continuation in assignment from one semester to the next is dependent on a showing of satisfactory performance and progress.
2. Assignment will commence in August 2019.
3. Time commitment is expected to be 40% of full teaching load per semester. For compelling reasons shown, the assignment may be shared or converted to a stipend.
4. Compensation will be a stipend of ____N/A____.
5. Monthly time and effort reports submitted to supervisor is required.

APPLICATION PROCEDURES:

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email to work@hartnell.edu only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Tuesday, August 13, 2019, at 3:00 p.m.