



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Assistant Director of Vocational Nursing

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Assistant Director of Vocational Nursing (VN) is responsible for providing leadership and program coordination to students and faculty for the purpose of maintaining an optimal learning and teaching environment. The faculty member assigned as Assistant Director of Vocational Nursing works with the Dean of Academic Affairs, Nursing and Allied Health (NAH) to promote the stature of the nursing program and to ensure compliance with mandates set by Hartnell College, the State of California, Accreditation Commission for Education of Nursing, and the California Board of Vocational Nursing and Psychiatric Technicians.

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

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Assume a leadership role for nursing at Hartnell College and Nursing and Allied Health.
2. Support the dean, director for nursing, staff, faculty, and students. Act as a resource to NAH faculty.
3. Assist director when coordinating on- and off-campus clinical placements for students 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 VN student performance in theory and clinical courses.
8. Monitor compliance with clinical requirements for students and assigned instructors.
9. Coordinate success activities for VN students, including ATI support, data analysis, and NCLEX review.
10. Assist with the planning and production of the Pinning Ceremony.
11. Chair NAH committees, assuring VN student and faculty membership and participation.
12. Collaborate with nursing faculty and college curriculum committee in developing, implementing, evaluating and/or modifying VN 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, identify areas of concern or in need of improvement and generate solutions.

16. Assist students with licensing requirements and processes.
17. Contribute to career technical education and accreditation reports for BVNPT and ACEN as directed.
18. Assist dean and director in duties and responsibilities of the positions as designated, including acting in the capacity of director as needed.

DELIVERABLES EXPECTED:

1. VN curriculum oversight
2. Clinical placements for students and faculty
3. Completion of BVNPT and ACEN documents as directed
4. Pre-, mid-, and post-semester meetings with clinical instructors
5. Pinning Ceremony
6. Mentorship oversight for new 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 BVNPT regulations.
3. Demonstrated ability to communicate effectively with administrators, faculty, staff, and students; prepare accurate statistical reports; 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 will be dependent upon a showing of satisfactory performance and progress.
2. Assignment will commence in August 2019.
3. Compensation will be 20% release time 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 the dean are 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.