



SPECIAL ASSIGNMENT POSITION DESCRIPTION

Assistant Director of Vocational Nursing (ADV N)

DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:

The Assistant Director of Vocational Nursing (ADV N) will be responsible for providing leadership and program coordination to students and faculty in Nursing and Allied Health for the purpose of maintaining an optimal learning and teaching environment. The Assistant Director of Vocational Nursing will work with the Innovation Director of Nursing Programs to promote the stature of the academic program and to ensure compliance with mandates set by Accreditation Commission for Education of Nursing (ACEN), Hartnell College, the State of California, and the California Board of Vocational Nursing and Psychiatric Technicians (BVNPT).

Reports to: Innovation Director of Nursing (DON) Programs

SAMPLE DUTIES AND RESPONSIBILITIES:

1. Serves as the Board approved Assistant Director of Record.
2. Coordinate and collaborate with clinical agencies to assure appropriate clinical placement for all VN students.
3. Monitor compliance for clinical requirements for students and assigned faculty.
4. Mentor full-time faculty, and plan a mentorship for all part-time VN faculty.
5. Collaborate with DON and Assistant Director of Associate Degree Nursing (ADN) in leading students and faculty in planning and implementing the Pinning Ceremony.
6. Screens and recommends part-time faculty.
7. Collaborates with DON and ADN in identifying training needs and arranging professional development.
8. First point of contact for staff/student problems.
9. Supports the DON in maintaining BVNPT requirements, ensuring that faculty/clinical sites are approved.
10. Collaborates with clinical coordinator in identifying and assessing potential and existing clinical sites.
11. Builds clinical schedule. Coordinates clinical site placement for VN students and faculty.
12. Collaborates with clinical coordinator the maintenance of clinical requirement compliance of students and faculty.
13. Supports the DON in preparation of BVNPT documentation.
14. May chair department meetings in the DON's absence.

DELIVERABLES EXPECTED:

1. Clinical placements for students and faculty
2. Mentorship program 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 Fall semester 2026. With the addition of the DON, time commitment is variable – roughly between 150-300 hours annually.
3. Compensation will occur as a time & effort report stipend.
4. Monthly time and effort reports are required to be submitted to and discussed with the supervisor.

APPLICATION PROCEDURES:

1. Submit a brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email at hr@hartnell.edu.
3. Deadline for submission is Friday, August 28, 2026, at 5:00 p.m.