

**Blackfeet Community College**



**Position Description**

**Director of Nursing Program**

<b>Closing Date</b>	<b>Open Until filled</b>
Department	Academic Affairs Nursing Department
Personnel Definition	Faculty, full-time
Term of Employment	12 months/year, 26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> <li>• Vice President of Academic Affairs</li> <li>• President</li> </ul>
Supervision Exercised	Nursing instructors both full and part time, and the administrative assistant
General Statement of Duties	The Nursing Program Director will provide overall administrative direction and coordination for Nursing program. The director will assist in the administration and management of the functions of the program including analysis, planning, and strategic formation of goals, and the implementation of plans for program development and evaluation. This includes the analyzing of program operations and needs to determine potential enhancements or improvements to procedures and activities. The Director will develop and/or recommend supporting policies and procedures. The Director will begin the national nursing accreditation process. In accordance with the strategic five year plan, the director will begin to peruse the appropriate resources and planning to offer a four degree.
Specific Area of Duties	<ul style="list-style-type: none"> <li>• Official representative for the Nursing Division throughout the college</li> <li>• Mentor and supervise faculty to include teaching, evaluation, recruiting and advising of students.</li> <li>• Ensure all accreditation standards are met and maintained.</li> <li>• Ensure the requirements mandated by the Montana Board of Nursing are met. Prepare reports needed for Montana Board of Nursing.</li> <li>• Review and revise college catalog pertaining to the nursing programs each year.</li> <li>• Complete Assessment process to develop, promote and evaluate programs to achieve goals.</li> <li>• Develop and administer assigned budget allocation and other long-range planning details to achieve department objectives.</li> <li>• Interprets and implements the administration policies, rules, regulations and recommendations of the College.</li> </ul>

	<ul style="list-style-type: none"> <li>• Hold faculty/staff meetings for advisement on college procedures, regulations and nursing division planning and evaluation.</li> <li>• Participate in the governance and committee work of the College as necessary.</li> <li>• Assists with student recruitment.</li> <li>• Assists in planning and coordination of admission of student in the Nursing programs.</li> <li>• Orient, guide, assign and evaluate al nursing department staff.</li> <li>• Recommend faculty appointments and evaluates all full-time and part-time instructors.</li> <li>• Plan teaching assignments.</li> <li>• Resolve staff and/or student problems in the nursing program.</li> <li>• Provide opportunities for in-service and conference attendance.</li> <li>• Maintain open communication with clinical agencies and state/national accreditation agencies to update programs for better student training and placement.</li> <li>• Serve as primary contact and develops relationships with business, industry, and other education providers and community agencies.</li> <li>• Provide leadership in securing external funding for the Nursing Program.</li> <li>• Provide representation on local, regional, state and national nursing health care boards/committees.</li> <li>• Assist on special projects, ad-hoc committees, as directed or required by the Dean of Academic Affairs.</li> <li>• Work in keeping the courses/programs of study, etc., up to date by working with the department instructors, dean and curriculum committee.</li> <li>• Determine courses to be offered for the semester; complete course schedule data sheet/textbook order form; locate and secure instructional materials, part-time faculty (if necessary) for department.</li> <li>• Other duties necessary to the function of BCC, as needed.</li> </ul>
Qualifications	<p>Master’s degree in Nursing required supplemented by courses in curriculum development, principles and methods of teaching, measurement and evaluation required and a minimum of 4 years nursing education experience, including didactic and clinical teaching required; experience with curriculum development required; experience with nursing accreditation preferred. Doctorate in Nursing or Doctorate of Nursing Practice preferred. Current unencumbered license to practice as a registered nurse in the state of Montana required.</p>
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> <li>• Knowledge of curriculum development;</li> <li>• Working knowledge of technology in a learning environment.</li> <li>• Knowledge of organizing, planning, and instructing required courses;</li> <li>• Knowledge of the mission of Tribally Controlled Community Colleges.</li> </ul> <p>Skills Required:</p> <ul style="list-style-type: none"> <li>• Effective organizational and leadership skills;</li> <li>• Experience with a variety of teaching methods;</li> </ul>

	<ul style="list-style-type: none"> <li>• Excellent oral and written communications skills;</li> <li>• Excellent public speaking skills and experience in speaking to diverse groups.</li> </ul> <p>Abilities Required:</p> <ul style="list-style-type: none"> <li>• Ability and willingness to provide quality customer service;</li> <li>• Demonstrated ability to establish and maintain positive working relationships.</li> </ul>
Complexity	This position is required to have an extensive knowledge of the nursing education process, knowledge of the principles, techniques, and ethics of instruction, particularly with Native Americans and Adult and Higher Education. Incumbent needs to have a working knowledge of research techniques and how to develop curriculum.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Nursing Department.
Physical Demands	Work is performed in a normal office/classroom environment. Normal demands of office/classroom work are applicable. Walking, standing, and sitting at a desk is required. Some lifting will be required, i.e., books, equipment and other miscellaneous materials. The noise level in the work environment is usually quiet.
Guidelines	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> <li>• Position Description</li> <li>• Employee Contract</li> <li>• BCC Employee Policies and Procedures Manual</li> <li>• BCC Catalog</li> <li>• All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.</li> </ul>