

**Director, Nursing  
Porterville College  
Kern Community College District  
JOB DESCRIPTION**

### **Definition**

The Director of the Registered Nursing program is responsible to the assigned Associate Dean of Health Careers for planning, directing, and evaluating assigned functions associated with a quality Registered Nursing program. The Director of the Registered Nursing Program will provide leadership and assume responsibility for the administration of the Registered Nursing program as required by licensing and accrediting agencies.

### **Examples of Duties**

1. Provide leadership in the administration of the registered nursing program in accordance with laws, regulations, and District policies.
2. Coordinate and direct all activities in developing, implementing, and managing the registered nursing program, including its fiscal planning.
3. Be responsible for the development, evaluation, and revision of the curricula of the registered nursing program for compliance with licensing, accrediting agencies, and College policies and procedures.
4. Assist in the promotion and marketing of the Registered Nursing Program.
5. Maintain close liaison and harmonious relationships with area hospitals, related healthcare facilities, and other Kern CCD nursing and allied health programs to foster strong working relationships.
6. Prepare and review state and national reports required by accrediting and governmental agencies, including but not limited to the Board of Registered Nursing.
7. Represent the College in local and state meetings related to the Registered Nursing program standards and accreditation.
8. Administer the procedures for the recruitment, selection, supervision, and evaluation of faculty and staff.
9. Develop and administer budgets and seek additional funding sources.
10. Prepare and administer grants as appropriate.
11. Evaluate applications for admission to the Registered Nursing Program, including advising and notifying students of admission status to the programs.
12. Ensure the development and maintenance of accurate and complete student files for the programs according to regulatory requirements.
13. Assure the collection, recording, and reporting of a variety of student census and enrollment data as required and requested by local, state, and federal agencies.

14. Develop and coordinate advisory council meetings consisting of healthcare industry leaders, healthcare partners, and Workforce Innovation Opportunity Act representatives.
15. Perform other related duties as required.

## Minimum Qualifications

- This position must meet the requirements for “Director” according to the Board of Registered Nursing regulations 1420(h) and 1425(a).
- Master’s degree from an accredited college or university which includes course work in nursing, education, or administration.
- Clear and active Registered Nurse license issued by the California Board of Registered Nursing.
- One year’s experience as an administrator with validated performance of administrative responsibilities consistent with BRN regulation 1420(h).
- Two years’ experience teaching in pre- or post-licensure registered nursing programs; and
- One year's continuous, full-time or its equivalent experience providing direct patient care as a registered nurse; or
- Equivalent experience and/or education as determined by the board.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of community college students and employees.

## Knowledge and Abilities

### Knowledge of:

- Pertinent State and Federal laws, codes, statutes, and regulations.
- Mission, procedures, and operations of California Community Colleges.

### Ability to:

- Demonstrate leadership abilities.
- Envision and effectively organize and supervise the day-to-day operation of assigned

- area. Develop, implement, and assess program goals and outcomes.
- Understand, communicate, and explain college programs and procedures.
  - Work independently and with initiative while creating new programs and opportunities.
  - Plan and organize work. Prioritize and schedule work; train and provide work directions to others.
  - Maintain records and prepare reports and procedural documentation.
  - Communicate effectively both orally and in writing.
  - Represent the college in a professional manner.
  - Demonstrate sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic background of community college students and personnel, including those with physical or learning disabilities.
  - Establish and maintain collaborative and effective working relationships with a variety of college staff and community partners.

## Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1

Often—51-75 percent = 3

Occasional—25-50 percent = 2

Very Frequent—76 percent and above = 4

Ratings	Essential Physical Requirements
3	Ability to work at a desk, conference table or in meetings of various configurations.
1	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
4	Ability to see for purposes of reading printed matter.
4	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
1 or 2	Ability to lift 10 pounds.
1 or 2	Ability to carry 10 pounds.
4	Ability to operate office equipment.

## Status/Rationale

This is an educational administrator.

## Signatures/Approval

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(Employee's Signature)

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(Date)

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(Supervisor's Signature)

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(Date)

R.4.2023