

POSTING DETAILS	
Posting Number:	1270
Position Title:	Director, Nursing and Allied Health
Reports To:	President
DBM	D62
Type of Position:	Service and Supervisory
Assignment Description:	This is full-time, exempt position.
Salary:	\$81,688 - \$103,130 Depending on qualifications
Type of Benefits:	<ul style="list-style-type: none"> • Medical, dental (with orthodontia), vision • Life, Long-term disability • State PERS retirement • Tuition Waiver • EAP
Other Benefits (if applicable):	<ul style="list-style-type: none"> • Full-time Service and Supervisory employees receive 176 hours of vacation annually. • Employees and eligible dependents receive a tuition waiver and free use of our fitness facility. • In addition to mandated PERS retirement program participation, the college provides options for voluntary 403(b) savings participation.
Department:	Nursing and Allied Health
Job Summary/Basic Function:	<p>Under the general supervision of the Provost/Vice President, the Director of Nursing and Allied Health provides day-to-day administration, supervision, leadership and strategic planning of the Nursing & Allied Health instructional programs, courses and personnel, including program and curriculum planning; program development; evaluation of full-time and part-time faculty and staff; coordination and development of class and program schedules; and participation in shared governance activities. Serves as the identified nurse administrator and liaison with the Oregon State Board of Nursing (OSBN) related to the nursing program's continued compliance with the required elements of Oregon Administrative Rules, Division 21.</p>
Essential Duties:	<ol style="list-style-type: none"> 1. Direct implementation of the College's Nursing & Allied Health programs including orientation, supervision and evaluation of full-time and part-time faculty and staff. Assist with hiring and termination recommendations. Encourage, support and monitor faculty and staff professional development efforts. Provide leadership within the faculty for faculty assignments, faculty meetings, and faculty workload calculation. 2. Collaborate with faculty and instructional staff to provide course scheduling, catalog review & updates, program development, and program review support. 3. Provide leadership for Nursing & Allied Health curricula and training: planning, development, Implementation, evaluation and revision. Oversee program updates to maintain compliance with State and national standards. Coordinate data collection and College responses to external requests from related governmental agencies and associations for survey and report information, including the Oregon State Board of Nursing. 4. Participate in the development, maintenance, and implementation of policies and procedures for the Nursing & Allied Health programs and College. Interprets College policies and procedures for implementation within the department and programs. 5. Represent and promote the Nursing & Allied Health programs in the community. Develop and facilitate collaborative partnerships with clinical sites, service providers and school districts. Oversee coordination of all clinical teaching sites and clinical affiliation agreements. Serve as coordinator of the Nursing Advisory Committee and work collaboratively with other industry and educational partners. 6. Participate in the marketing of the Nursing and Allied Health programs through preparation of materials through a variety of venues, including the college catalog, schedule of classes, brochures, program website content, and press releases. 7. Facilitate articulation agreements (e.g., MOUs, IGAs, etc.) with other Oregon-based educational institutions. Promote career ladder and transfer degree completion to students. 8. Prepare and manage departmental budgets and equipment. Authorize expenditures. Seek alternate funding sources. Initiate, develop and assist in writing grant proposals to support programs and implementation of projects. 9. Create an environment that promotes academic rigor, fosters instructional innovation, and provide collaborative leadership with other college departments on comprehensive support services to students, including advising, registration and retention strategies. 10. Oversee periodic review of the Nursing Program Student Handbook. Plan with faculty for updating teaching materials, including audiovisual materials and selection of textbooks. 11. Respond to student and instructor problems, concerns and issues and develop resolutions and/or referrals to appropriate sources to aid in resolution. Counsel in exit interviews and create re-entry (second chance) agreements for nursing students who are withdrawing/failing the program. Facilitate processes required for re-entry (second chance) students. 12. Coordinate with Student Services for Nursing & Allied Health program admissions, including development and periodic review of admissions policies and requirements, assessment and selection of program candidates.

	<ol style="list-style-type: none"> 13. Preside or serve on various College committees and participate in professional organizations as appropriate to assignment. Assist with development and implementation of Instructional Services' strategic plan. 14. Serve as the identified nurse administrator and liaison with the OSBN related to the program's continuing compliance with the required elements of Oregon Administrative Rule, Division 21. 15. Attend triannual OSBN Dean & Directors Meeting, as able. Attend other statewide meetings as able, including meetings of the Oregon Consortium for Nursing Education (OCNE) and the Oregon Council of Associate Degree and Practical Nursing Programs (OCAP). Serve on statewide committees related to nursing and other allied health areas as able. 16. Demonstrate professional competence and continued development in nursing, nursing education, and assigned teaching responsibilities. 17. Teach course load as assigned. 18. Perform other duties as assigned. May be expected to work evenings or weekends.
MINIMUM QUALIFICATIONS	
Education and Experience:	<ul style="list-style-type: none"> • Master's degree in nursing from an accredited institution with documentation of preparation and/or experience in curriculum and teaching. • Four years full-time equivalent experience in nursing, of which at least two years must have been in patient care, and two years must have been as a nurse educator or administrator in an academic Registered Nurse education program. • Current, unencumbered Oregon State licensure as a Registered Nurse (R.N.) is also required at the time of hire. • The successful candidate will be required to participate in a criminal background check and meet the requirements of the State of Oregon. • The successful candidate will be subject to approval by the Oregon State Board of Nursing. Approval by the OSBN must be received before definitive offer of the position to the applicant will be confirmed.
Knowledge, Skills and Abilities Required:	<p><i>Knowledge</i></p> <ul style="list-style-type: none"> • Knowledge of principles and practices of Nursing & Allied Health care professions. • Knowledge of nursing theory and practice. • Knowledge of curricula and program development; instructional theory and applications; implementation and evaluation, including program, course, faculty, student outcomes assessment and other educational evaluations. • Knowledge of State mandated regulations and national standards criteria and processes. • Knowledge of budgeting and planning procedures. <p><i>Skills</i></p> <ul style="list-style-type: none"> • Skills in management and organization. Skill in team building and collaborative decision-making. • Skill in written and oral communications, interpersonal and problem-solving skills as applied to interaction with college administrators, faculty, staff, students and community partners. • Demonstrated leadership at the local, State and national level. • Skill in the use of technology in curricula and delivery, including developing online courses and andragogy. • Skill in computer operations including word processing applications. <p><i>Abilities</i></p> <ul style="list-style-type: none"> • Ability to manage time, prioritize tasks, and organize work to complete assigned duties. • Ability to develop positive internal and external relationships. • Ability to work cooperatively with faculty and staff. • Ability to synthesize and summarize quantitative data into meaningful information in both written and verbal formats. • Strong commitment to student success. • Strong commitment to innovation, collaboration, and quality. • High personal integrity and sound professional ethics. • Ability to stay current in the field through professional development and self-study.
Other:	<p>Clatsop Community College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. To ensure the college provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all, we are seeking a candidate who has an understanding of, and experience with, successfully supporting individuals with varying backgrounds, including people with disabilities; people with various gender identities and sexual orientations; individuals from historically underrepresented communities; and other groups.</p>
Posting Date:	January 29, 2024
Special Instructions to Applicants:	<p>VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.</p>

	Successful candidate will be required to provide official transcripts upon initial hire.
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	<ul style="list-style-type: none">• Other documents in support of application• EEO Form (used for HR data collection only)
Required Applicant Documents:	<ul style="list-style-type: none">• Application• Cover Letter• Resume• Answers to Supplemental Questions• Unofficial transcripts
CLOSING DATE:	This position is open until filled with first review of applications on March 4, 2024