

POSITION DESCRIPTION

JOB TITLE: PROGRAM COORDINATOR / INSTRUCTOR MCDONALD COUNTY PROFESSIONAL NURSING PROGRAM

DEPARTMENT: NURSING

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: DIRECTOR/ASSOCIATE DIRECTOR OF NURSING

SCHEDULE DETAILS: FULL-TIME/11-MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: April 8, 2024

Position Summary

The program coordinator has the authority and responsibility for all aspects of the campus professional nursing program. The position will comply with the general policies of Crowder College, the Missouri State Board of Nursing rules and statutes, and accreditation guidelines.

Essential Job Duties

Program Coordinators have the authority and responsibility for all aspects of the campus professional nursing program. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service, and other tasks associated with full-time faculty, which may include evenings and weekends. Travel to other instructional sites may be required. In order to help our students be better learners, program coordinators/instructors in general are expected to:

- Supervise and coordinate the professional nursing program, complying with the Minimum Standards for Approved Programs of Professional Nursing outlined by the Missouri State Board of Nursing.
- Implement the philosophy and objectives of the institution and nursing program.
- Participate in ongoing systematic development, implementation, and evaluation of the total program.
- Ensure availability of academic advisement and guidance of students.
- Maintain compliance with accreditation standards.
- Recruit students for Crowder College and the nursing program.
- Serve on institutional committees as needed.
- Participate in the development of departmental and institutional policies including, but not limited to, recruitment, admission, retention, promotion, and graduation of students.
- Development and scheduling of the nursing curriculum, course sequencing, and course and clinical schedules.
- Prepare and oversee admission applications for the program and make selections in conjunction with the campus selection committee.
- Maintain student records, ensuring confidentiality of records.
- Maintain clinical and educational competencies through development activities such as nursing practice, continuing education, writing, or participation in professional associations.
- Develop and administration of the budget of the campus nursing program allowing input from all departmental faculty.
- Oversight of the Instruction and evaluation of students in the classroom setting.
- Coordinate counseling of students based on individual needs identified.
- Recognize and evaluate student input to the nursing program.
- Create and supervise student orientation and compliance with policies.
- Assure student and faculty compliance with the Nursing Student Handbook.
- Coordinate activities and work closely with Campus Director.
- Complete faculty evaluations within prescribed guidelines.
- Conduct tours, job fairs, marketing, and recruitment visits for campus nursing programs.

- Collaborate and secure appropriate clinical sites for the program and provide required documentation as required by clinical facilities.
- Engage faculty in budget, curriculum, and outcomes data review.
- Supervise department faculty, staff, and students.
- Select, orient, and mentor new faculty members.
- Conduct regular faculty meetings.
- Ensure maintenance of inventory of all program equipment, materials, supplies, and other resources.
- Coordinate program-related activities (such as trips and pinning programs).
- Support other instructional site nursing programs as needed.
- Submit required reports by deadlines.

In addition, nursing instructors are responsible for:

- Devote full time and energy to maximize student learning outcomes.
- Serve as a role model for learning behavior and the profession of nursing.
- Select appropriate texts and other course materials in conjunction with the appropriate course committee. Selection of materials should be reported to the bookstore by prescribed deadlines.
- Participate in nursing faculty meetings, general faculty meetings, student activities, community activities, and the Nursing Education Advisory Council.
- Utilize a variety of instructional delivery methods.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to Academic Affairs (through LMS) each semester and hard copy kept on file at the campus.
- Give feedback and return evaluated student exams and papers in a timely fashion.
- Maintain regular office hours (minimum of 10 hours weekly with morning and afternoon times available when students are on campus).
- Perform departmental and divisional responsibilities.
- Support college activities.
- Maintain confidential relationships with respect to student information.
- Adhere to student competencies listed in the institutional syllabus of courses taught.
- Deliver course material in a concept-based curriculum, following outlines.
- Maintain grades in the learning management system.
- Meet classes at the listed times. Dismiss classes only with prior approval from the Director/Associate Director of Nursing or Vice-President of Academic Affairs.
- Must attend graduation/nursing pinning ceremonies each semester.
- Assure coverage of course material for any absences on class days.
- Must attend graduation/nursing pinning ceremonies each semester.
- Implementation of the philosophy and objectives of the institution and the nursing program.
- Meeting the minimum standards for Missouri State Board of Nursing and accreditation organizations.
- Recruitment of students for Crowder College and the nursing program.
- Ongoing, systematic development, implementation, and evaluation of curriculum and the total program.
- Participation in nursing faculty meetings, general faculty meetings, student activities, community activities, and the Nursing Education Advisory Council.
- Participation in the development of departmental and institutional policies and decision-making.
- Attendance required at meetings called by supervisors (Including but not limited to, State of the College, Faculty Lunch and Learns, College-Wide In-Service, and Departmental Meetings). Attendance is required at all graduation ceremonies and nursing pinning ceremonies.
- Curriculum development and evaluation.
- Teach 8 credit hours per academic year as part of a regular load.

Required Knowledge, Skills & Abilities

- Bachelor's degree in nursing with a clinical component required with an interest in pursuing a master's degree.
- Current active licensure to practice professional nursing in Missouri that has never been disciplined in any jurisdiction.
- Academically and experientially qualified and maintains expertise in area of responsibility.
- Approved by the Missouri State Board of Nursing.
- Two years of professional nursing experience (an average of at least twenty hours per week) within the last five years in clinical practice/administration or nursing education.
- Participation in professional nursing and/or educational/vocational organizations.
- An understanding of, and an interest in, the nurse as part of today's health team, and a concern for current problems of nursing.
- The ability to understand, accept, and adjust to changes in personal, social, and professional environments and professional responsibility.
- Ability to plan, organize, and implement responsibilities effectively.
- Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Master's degree in nursing.
- College teaching experience preferred.

Equipment/Software

- Information Technology abilities required:
 - Skills necessary to utilize computers to manage instruction.
 - Ability to operate a computer using a Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize email.
 - Ability to perform basic Microsoft Office 365 components (MS Word, MS Excel, MS PowerPoint).
 - Ability to perform basic Learning Management System functions.

Positions Supervised

Campus Nursing Faculty, Staff, and Student Nurses

Working Environment

- Generally, indoors in a normal office/classroom/clinical environment with minimal exposure to temperature changes, noise, dust, or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- A neat appearance and appropriate business apparel are required. Business casual or scrubs are appropriate apparel for the classroom. Scrub attire is required for the clinical setting.
- Travel to other instructional sites is occasionally required.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites, light lifting, and physical activities involved in clinical supervision/teaching duties.
- Input, access, and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop, and implement necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students, and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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