



Human Resources  
5055 Santa Teresa Blvd. Gilroy, CA 95020  
Phone: (408) 852-2823 FAX: (408) 846-4944

## **Director of Nursing and Allied Health**

**Spring 2019 Semester**

**CLOSING DATE: Open Until Filled**

**Full-Time Permanent 12 month Administrator Position (1.0 FTE)**  
40 hours per week with benefits  
**\$96,191 to \$122,767 per year**

### **ABOUT THE POSITION**

Under the direction of the assigned Dean, the Director of Nursing and Allied Health Programs coordinates and directs all activities in developing, implementing, and managing the Allied Health programs, which include Medical Assisting, Certified Nursing Assistant, Licensed Vocational Nursing, and Registered Nursing. The Director provides direct oversight of the nursing and related health programs; program evaluation; grant supervision; budget planning and monitoring; faculty recruitment, supervision, and evaluation. The Director coordinates and facilitates the movement of nursing students through curriculum that meets the standards of the Board of Registered Nursing (BRN), the Board of Vocational Nursing (BVN-PT) the Education Code of the State of California and the provisions of the Nursing Practice Act. The Director implements, administers, and evaluates allied health and partnership programs as may be recommended as well as the initiation of new allied health related programs. The Director is directly responsible and accountable for ensuring program compliance with state Department of Education standards and maintaining full accreditation through the BRN. The Director prepares annual reports and coordinates development of self-study report required for continued Board of Registered Nursing and Board of Vocational Nursing approval. The Director also coordinates any funding and grants related to the support of Allied Health Programs

### **DUTIES AND RESPONSIBILITIES**

- Provide leadership for the various programs and including Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN) and Certified Nursing Assistant (CNA), maintain program quality, and prepare reports needed for continued approval by their respective agencies.
- Develops program policies and procedures in cooperation with faculty and in consideration of student input, college, state and federal laws.
- Ensures program accountability by formal assessment of the programs including policies, procedures, facilities, resources and student outcomes: attrition, retention and performance of graduates.
- Provide a curriculum and assessment that meets the requirements mandated by the appropriate agencies and act as a resource for curriculum development and oversees program evaluation.
- Maintain secure files for faculty, students, curriculum, continuing education courses, and accreditation.

- Supervise the timely submission of applications for students taking the state licensing exam.
- Orient, assign, train and evaluate all nursing faculty and staff. Report changes in faculty positions and recommend persons for faculty and/or staff replacement to appropriate agency.
- Plan, review, and revise semester schedule of classes for the nursing programs.
- Develop, coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department.
- Apply for, implement and coordinate the provision of any grants, local, state or federal.
- Gather and share statistical data regarding nursing from governmental and non-governmental sources.
- Review legislation affecting the healthcare professions and implement changes in laws and regulations, and communicate changes in State and Federal legislation affecting nursing to the appropriate quarters.
- Facilitate communication between the nursing programs, the division office, and other areas on campus including college publications of nursing and allied health.
- Assist in resolving staff and/or student problems in the nursing programs.
- Provide opportunities for in-service and conference attendance including identifying the continuing education needs of nursing professionals.
- Recruit clinical sites from numerous facilities and prepare clinical contracts that continually meet requirements for state regulations.
- Develop and oversee student recruitment process including information and orientation sessions.
- Coordinate and supervise the admission of students into the nursing programs.
- Develop and implement strategies to support student success.
- Represent the college as required by the Division Dean, Vice President of Academic Affairs, or the Superintendent/President at local, regional and statewide nursing and Allied Health meetings and trainings.
- Maintain an advisory committee for the nursing programs, and serve as the chairperson.
- Develop and maintain articulation agreements for the nursing programs with higher education institutions, the district high schools, health care agencies and other community organizations.
- Promotes sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic, and learning backgrounds of community college students as reflected in the mission of the college.
- Participate in local shared and participatory governance committees.
- Perform other duties as assigned.

### **MINIMUM ACADEMIC QUALIFICATIONS:**

Master's degree or higher from an accredited college or university that includes coursework in nursing education or administration AND

Minimum of three years experience as an administrator with validated performance of administrative responsibilities consistent with section 1420 (h) in a registered nursing education program, which includes diploma, associate, baccalaureate and post-licensure RN programs; or (b) the registered nurse administrator of a hospital professional nursing education services program. The administrator must demonstrate that they had direct responsibility for administrative decision-making process of the educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources; AND all activities involved in developing, implementing, and managing the nursing program; AND

Minimum of two-year teaching experience in pre-or post-licensure nursing programs; AND

At least three-years experience as a registered nurse providing direct patient care AND has completed a course or courses in administration, teaching, and curriculum development consistent with BVN-PT requirements.

Must possess a current active California Registered Nurse (RN) License.

## **HOW TO APPLY**

To be considered for this excellent opportunity the following items must be submitted to CCC Registry **through the CCC Registry Website, [cccregistry.org](http://cccregistry.org).**

1. Apply at [cccregistry.org](http://cccregistry.org)
2. CCC Registry online application (required)
3. Cover letter indicating why you are interested in the position
4. Current resume
5. Unofficial transcripts verifying minimum academic qualifications. (If offered a position, official transcripts will be required.)

As an equal opportunity employer, we are required to compile summary data on applicants for employment. We are requesting your assistance in providing the information on the personal and ethnicity section of your [cccregistry](http://cccregistry.org) profile. **The completion of the questionnaire is voluntary on your part.** The form will be kept confidential and separate from all hiring documents and will not be forwarded to the colleges/departments making employment decisions.

If you have questions related to the CCC Registry or technical aspects regarding submitting application materials on the CCC Registry website, please contact the CCC Registry directly at [registry@yosemite.edu](mailto:registry@yosemite.edu) or call (800) 245-4157.

If you have a verifiable disability, and require accommodation to complete an application contact the Human Resources Office at (408) 852-2823.

Please be aware, the District does not reimburse for expenses related to the recruitment process.

### **NON-DISCRIMINATION**

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply.