

East Valley Institute of Technology

Job Description

Job Title: Practical Nursing Program Administrator

Division: Health

Status: Full-Time/Exempt

Department: Administration/Instruction

Term: 12 Months

General Purpose: Under general supervision of the Director of Adult Education, the Practical Nursing Program Administrator will perform a variety of routine duties, as needed, to assist instructors in educating students from different backgrounds, ethnicity, nationalities, genders, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods. Ensures nursing program meets or exceeds certification requirement set forth by the applicable Arizona State Boards. Responsible for program reporting, secures qualified full time and part time instructors to meet program needs, responsible for clinical site scheduling, evaluates program needs, administers students, faculty and clinical site evaluations. Works within approved budgets. Supervision may include student workers and lab assistants. Other duties as assigned.

Supervision Received: The Practical Nursing Program Administrator will work under the direct supervision of the Director of Adult Education.

Supervision Exercised: The Practical Nursing Program Administrator will supervise full-time didactic instructors, adjunct clinical instructors, nursing administrative assistant, and student workers and or instructional assistants.

ESSENTIAL DUTIES:

- ◆ Reports directly to the Director of Adult Education at EVIT
- ◆ Facilitates and coordinates activities related to academic policies, personnel policies, curriculum resources, facility services, and program evaluation
- ◆ Prepares and administers a budget
- ◆ Recommends candidates for faculty appointment, retention, and promotion
- ◆ Ensures faculty and staff are evaluated annually and performs No-notice classroom visits and evaluations of instructional sessions.
- ◆ Maintains, enforces, and evaluates written policies and procedures that require all students, faculty and preceptors who participate in clinical practice settings to be physically and mentally able to provide safe client care
- ◆ Participates in activities that contribute to the governance of EVIT

- ◆ Administrator shall not teach more than allowed by nursing board regulations.

Minimum Qualifications

- ◆ Masters degree with a major in nursing
- ◆ 3 years work experience as a registered nurse providing direct patient care
- ◆ 1 academic year full-time experience teaching in or administering a nursing education program leading to licensure
- ◆ Administrator will hold a current Arizona registered nurse license in good standing or multi-state privilege to practice in Arizona under A.R.S., Title 32, and Chapter 15

Knowledge, Skills and Abilities

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills
- ◆ Ability to develop effective working relationships with supervisors, co-workers, parents and students and the general public
- ◆ Ability to work with youth adults (18+ years old) effectively.
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment

Working Conditions:

- ◆ The employee will work a basic 40-hour work week. Hours are typically 7:30 a.m. – 3:30 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, Tech Fests, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining.

- ◆ An office with desk, computer workstation, access to a printer, and telephone are available for the employee. The employee maybe exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees

I FULLY UNDERSTAND THE JOB DUTIES, RESPONSIBILITIES, AND WORKING CONDITIONS THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.

Employee's Signature

Date

Supervisor's Signature

Date