Director of Practical Nursing

This position reports to the deputy superintendent and is assigned the responsibility for providing supervision, coordination and support to the Practical Nursing Programs in the KTC district to ensure compliance with the rules and regulations of the Oklahoma Board of Nursing, KTC and the Oklahoma Department of Career & Technology Education. This will include, but not limited to, developing positive relationships with campus/district staff and maintaining communication/information between administration, sponsoring agencies, PN faculty, ODCTE and the OBN. The Director of Practical Nursing will strive to be an active participant in educational and professional growth for the welfare of the school system and to be public, civic, and professionally affiliated.

DUTIES & RESPONSIBILITIES:
Duties & responsibilities are not all inclusive but may include the following:

- Keep abreast of new developments in Practical Nursing education through the attendance of conferences or meetings. Conduct PN faculty/district meetings to communicate the laws governing Practical Nursing Education and KTC policy to faculty, students, administration and clinical agencies.
- Interpret philosophy and objectives of KTC to instructional staff, students, clinical facilities and other groups.
- Assist staff in the development and communication of defined standards of conduct which encourage positive and productive behavior.
- Assist with student counseling and recommend student dismissal within state and local guidelines.
- Plan and promote faculty in-service and assist faculty in professional development.
- Develop, organize, implement and evaluate curriculum and clinical experience for all PN programs.
- Direct and coordinate the development of course content, curriculum change, schedules, teaching outlines and equipment list.
- Serve as Chairperson on the PN admissions committees and the Executive Review Committee and attend special ceremonies as necessary.
- Supervise theoretical and clinical instruction and evaluate faculty effectiveness and teaching methods.
- Prepare reports and maintain records in compliance with KTC, OBN & ODCTE policy and regulations.
- Review, coordinate and initiate clinical cooperative agreements with healthcare/medical agencies.
- Develop and maintain policies involving faculty, students and the selection of students.
- Maintain a current inventory of equipment and tools, to include its original cost, condition, and location.
- Assume other duties, assignments and responsibilities as necessary to accomplish the strategic goals of the district.

Incumbents in this position should possess strong communication skills, organizational skills, knowledge of nursing and nursing education programs, knowledge of the rules and regulations of the Oklahoma Board of Nursing, KTC policy and procedure and the ability to effectively present information and respond to questions from campus/district staff and the general public. This position must also possess the ability to work well with KTC faculty and staff, attend work regularly following a designated work schedule and must be able to work extended hours and additional days/evening as required by position responsibilities.

Education and Experience: Minimum requirements consist of 2 years full-time equivalent practice as a registered nurse in a clinical setting within the last 5 years preceding the first date of employment as a teacher. Applicants or incumbents must hold a current license to practice as a registered nurse in the State of Oklahoma with a minimum of an associate degree or diploma in nursing. A bachelor degree in nursing with 1 academic year teaching in a nursing education program is preferred.

SPECIAL REQUIREMENTS: Incumbents must be willing and able to perform all job-related travel normally associated with this position. Some light to moderate lifting may be required.

Revised/Adopted: 12/09/2008