Assistant Director of Practical Nursing

This position reports to the Director of Practical Nursing and is assigned responsibilities involving the performance of all duties related to the day-to-day administration of the practical nursing program, to include health and safety, within the provisions of the Oklahoma Board of Nursing, KTC and the Oklahoma Department of Career & Technology Education and to execute the duties and responsibilities of the Director of Practical Nursing in his/her absence. 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 Assistant 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: (Revised/Adopted: 12/09/2008)
Duties & responsibilities are not all inclusive but may include the following:

- Keep the Director of Practical Nursing fully informed of the day-to-day activities of the practical nursing program to include any events that are out of the ordinary.
- Keep abreast of new developments in Practical Nursing education and attend all PN faculty meetings.
- Interpret philosophy and objectives of KTC to instructional staff, students, clinical facilities and other groups.
- Assist 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.
- Assist in the planning of faculty in-service and assist faculty in professional development.
- Assist in developing, organizing, implementing and evaluating curriculum and clinical experience for all PN programs.
- Serve as consultant to HCC, EMS and Short-Term Adult Education classes related to health.
- Attend special ceremonies and committee meetings as necessary or directed.
- Provide and supervise theoretical instruction, lab experiences and clinical practice to carry out the stated course objectives as needed.
- Prepare reports and maintain records in compliance with KTC, OBN & ODCTE policy and regulations.
- Serve as a substitute PN Instructor on an emergency basis.
- Prepare and coordinate the survey visits of OBN, North Eastern and the ODCTE.
- Assist in developing and maintaining 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.