



# Morton College Job Description

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<b>Job Title:</b>	Associate Dean of Nursing Programs
<b>Range:</b>	Administrator
<b>Grant-Funded:</b>	N/A
<b>Reports to and Evaluated by:</b>	Dean of Adult, Career and Technical Education
<b>Required Qualifications:</b>	<p>Two years' experience in clinical nursing practice as an RN. Two years' experience as a nurse educator (faculty) in a pre-licensure RN nursing program. A master's degree or higher with a major in nursing. Demonstrated analytical skills, interpersonal, oral, and written communication skills, teamwork skills, computer literacy and instructional technology adeptness. Experience with culturally diverse populations.</p> <p>Must be able to demonstrate the Morton College core values of compassion, fairness, respect, responsibility, tolerance and truth.</p>
<b>Desirable Qualifications:</b>	<p>Experience as a nursing education program administrator. Doctoral degree. Bilingual, English and Spanish. IDPH Certified Nursing Assistant instructor. Experience with Nursing program accreditation or Nursing program accreditation site evaluator.</p>
<b>Job Summary:</b>	<p>Provides overall administration of the nursing education program(s). Serves as a liaison with other units of the college. Prepares and administers the Nursing Program(s) budget(s). Facilitates faculty and staff recruitment, professional development, and performance reviews. Coordinates activities related to academic policies, curriculum, resource facilities, schedules and scheduling, and program evaluation. Promotes curriculum relevancy based on current clinical practice and evidenced based research. Is the recognized Nurse Administrator with regulatory (Illinois Board of Nursing) and accrediting (i.e., ACEN) organizations. Operates under auspices of Morton College policies and Employee Contracts. Represents the Nursing Department in College operations. Demonstrates the Morton College core values of compassion, fairness, respect, responsibility, tolerance, and truth.</p>
<b>Essential Job Functions</b>	<ul style="list-style-type: none"><li>Operationalizes the organization of the nursing department and programs' functions and responsibility.</li></ul>

- Embraces faculty and staff in the operations of department based on job descriptions, committee membership requirements, areas of expertise and interest. Oversees committee membership, responsibilities, meeting schedule and actions. Secures students to participate on select committees.
- Coordinates program (course) and faculty scheduling, finalizing ECH reports for faculty. Consideration for assignments to include faculty tenure, expertise, and established assignment making guidelines for the nursing department.
- Participates in faculty and staff recruitment, selection, orientation, professional development, and evaluation; maintains records of the same.
- Operates and evaluates unique faculty assignments and roles, including but not limited to
  - Mentor program and faculty assignments
  - Nursing program(s) chair(s)
  - Lead Faculty
  - Committee chairs
- Coordinate maintenance of safe and effective physical environment conducive to needs of instruction and student learning.
- With input from faculty and staff, a recognition of education and health care trends, and considering evaluation data, prepares nursing program(s) budgets. Reviews budgets and makes needed adjustments on a minimum of a quarterly basis.
- Explores opportunities for additional revenues through such things as grant applications/funding, arrangements with clinical sites for use of college nursing simulation resources, etc.
- Oversees the development of evidence-based policies, procedures, and practices for student participation in the nursing program. This includes but is not limited to coordinating student
  - recruitment and program marketing, including brochures, catalogue, web site development and community outreach.
  - admission, including coordination of information sessions, program orientation and BOOT CAMP.
  - progression, retention, and readmission, including compliance with student evaluation policies, and clinical site requirements. This also includes

- oversight of programs focused on student success, such as C.A.R.E, tutoring, coaching.
- completion policies, including NCLEX licensure application practices.
- Evaluates the efficacy of the student participation policies.
- To promote and enhance the nursing program(s) offerings, collaborates with internal and external audiences. This includes, but is not limited to,
  - Facilitating Illinois Community College Board Program Advisory Committee requirements.
  - Providing oversight of clinical healthcare affiliations, including site selection, affiliation agreements, clinical assignments, and faculty selection.
  - Representing Morton College nursing program(s) in establishing agreements with higher education colleges and universities, especially for the adoption of articulation agreements.
  - Serving on state organizations where program representation is needed, i.e., Illinois Community College Board Deans and Directors of Nursing.
- Share the student end-of-learning outcomes and program outcome results with communities of interest.
- Monitors compliance with regulatory and accreditation requirements through a robust program review and evaluation process and defined data collection. Ensures completion of program evaluation requirements and reports. This includes, but is not limited to, those required by
  - Illinois Community College Board,
  - Illinois Board of Nursing,
  - Illinois Department of Public Health, and
  - Accreditation Commission for Education in Nursing (ACEN).

**Other Duties:**

- As requested, represents the Division Dean on assigned tasks.
- Performs other duties as assigned and deemed qualified for.

**Work Environment:**

Typical office environment

**Physical Demands:**

Prolonged sitting. Some lifting up to 20 lbs. Some standing, stooping, and bending.

**Position Unit:**

- Administration - Exempt
- Professional Staff - Exempt
- Faculty, Local 1600, A.F.T.
- Adjunct Faculty, IEA-NEA
- Classified Staff - Excluded
- Classified Staff, Local 1600, A.F.T.
- Classified Staff - Campus Safety, Local 73, SEIU, AFL-CIO
- Classified Staff - Service Employees, Local 73, SEIU, AFL-CIO
- Classified Staff - Part-Time, Local 1600, A.F.T
- Classified Staff - Part-Time, Non-Union

***Employee signature below verifies that the employee has received and read the requirement, essential functions, duties of the position, and the conditions of employment for grant-funded positions.***

**Employee** \_\_\_\_\_ **Date** \_\_\_\_\_