

COLUSA COUNTY OFFICE OF EDUCATION

CATEGORY: CLASSIFIED

CLASSIFICATION: EDUCATIONAL SERVICES

JOB TITLE: REGISTERED NURSE (RN) PROGRAM DIRECTOR

BASIC FUNCTION:

Under the direction of the Assistant Superintendent or designee, the RN Program Director is responsible for overseeing all aspects of the class including, but not limited to communication with program hospital or other clinical sites, compliance review, curriculum development, and updating procedures/policies. The Director is responsible for the development of the courses including the development of the curriculum and approval of curriculum by state or federal licensing agencies. The Director will work with the instructor(s) of all medical classes to ensure that the program is meeting legal requirements and providing a rigorous and high-quality program. Once program structure and curriculum is approved and successfully implemented, the Director's responsibilities will be to keep in contact with instructor(s) of each course, maintain paperwork with licensing agencies, inform staff of pertinent changes to laws or regulations, and assist with problems or questions with instructors, students, and facilities as necessary.

REPRESENTATIVE DUTIES:

Develop and continually update related policies and procedures. **E**

Stay current with relevant laws or regulations and maintain program compliance. **E**

Prepare and maintain documents, reports, and records as required by County Office and related licensing agencies. **E**

Develop and maintain a course outline/curriculum to provide group and individual instruction that meets state and federal licensing agency approval. **E**

Supervise and monitor instructor(s), curriculum content, and delivery of instruction. **E**

Develop and maintain individualized training plans for students involved in internships. **E**

Review and select instruction materials and develop lesson plans. **E**

Review and update the curriculum to assure current relevance to the vocational field. **E**

Manage classroom in such a manner as to ensure an environment conducive to learning. **E**

Maintain attendance and student records and submit to Educational Services office within specific timelines. **E**

Act as a role model for students. **E**

Instruct students, 18 years of age and older (not to exceed 15 students per class), on skills necessary to enter specific vocational entry-level positions. **E**

Provide lectures and demonstrations, assess student progress, correct papers and assign grades when providing instruction. **E**

Evaluate student skills and competencies through testing and observation. **E**

Advise students of their progress. **E**

Maintain positive public relations with all related entities. **E**

Develop and maintain positive contacts with employers to assist in job placement opportunities for qualified students. **E**

Assist in job placement. **E**

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Employees in this class are required to have special expertise applicable to the educational program(s) assigned.

Office procedures, computerized instruction, appropriate teaching strategies, classroom management, and assessment techniques.

ABILITY TO:

Analyze instructional situations and develop an effective course of action to achieve maximum learning by the student(s)

Supervise and monitor students in the classroom and training site(s) as required

Operate audio-visual and other instructional equipment

Develop and manage a program budget

Plan and organize work and training plans

Establish and maintain effective relationships with agencies, organizations, stakeholders, government entities, and the community.

Read, interpret, apply and explain rules, regulations, policies and procedures

Maintain records and prepare reports

Effectively communicate orally and in writing

Work independently with little direction

Lift and carry objects weighing up to 25 pounds

Operate computer to complete reports and maintain data

Operate a variety of office equipment to perform assigned duties

Operate a vehicle to conduct work

EDUCATION AND EXPERIENCE:

One (1) year of experience as a licensed nurse providing direct patient care in a long term care facility in addition to one (1) year of experience planning, implementing, and evaluating educational programs in nursing; or two (2) years of full time experience as a licensed nurse, at least one (1) year of which must be in the provision of direct patient care in a nursing facility.

Within six (6) months of employment and prior to teaching a certification program, the Director shall obtain a minimum of twenty-four (24) hours of continuing education courses in planning, implementing, and evaluating educational programs in nursing. These must be either courses approved by the Board of Registered Nursing or courses administered by an accredited educational institution.

LICENSES AND OTHER REQUIREMENTS:

Possess a valid RN license for the state of California and be in good standing to practice nursing with such license

Valid California Driver's License

Possess cleared current Tuberculosis (TB) Screening/Certification in accordance with California Education Code

Cleared background check through California Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) prior to starting employment with the agency. The agency also receives subsequent arrest information from DOJ if any penal code infractions occur.

WORKING CONDITIONS:

ENVIRONMENT:

Office and training site(s)

PHYSICAL ABILITIES:

Physical, mental and emotional stamina to perform the duties and responsibilities of the position under sometimes stressful situations

Mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions

Hearing and speaking to exchange information on the telephone or in person; make presentations

Seeing to review, distribute, and type materials

Standing and sitting for extended periods of time

Dexterity of hands and fingers to operate computer keyboard and standard office equipment

Reaching overhead, above the shoulders, and horizontally to retrieve and store materials

Bending at waist, kneeling, and squatting

Lifting, pushing, pulling, and carrying objects weighing up to 25 pounds

Driving a vehicle to conduct work

HAZARDS:

Potential for contact with blood-borne pathogens and communicable diseases

Employee Group: Classified - Unrepresented

FLSA Status: Non-Exempt

Salary Schedule: 99

Approval Date: October 2020