

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT
Director, ADN Program	Management Team Educational Administrator	Range: 14.0      Days: 260

## **JOB DESCRIPTION:**

Under general direction, has managerial responsibility and authority for the overall supervision and coordination of the program. Specific responsibilities include, but are not limited to, the following: participation in all matters concerning instruction, curriculum, faculty, students, scheduling, budget, evaluation, and personnel.

## **SCOPE:**

The Director of the ADN Program participates in the overall development of policies and procedures pertaining to the planning and implementation of activities that will enable the ADN Program to remain compliant with the rules and regulations as set forth by the Board of Registered Nursing (BRN).

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops and administers ADN and Skills Laboratory budget and inventory.
2. Supervises, schedules, and directs skills laboratory including supervision of classified staff.
3. Develops skills laboratory schedule for all Health Sciences Programs.
4. Supervises all faculty assigned to the ADN Program.
5. Completes required reports and approval forms for the BRN, Santa Rosa Junior College (SRJC) and other agencies.
6. Initiates and maintains contractual agreements with community service agencies used as clinical sites for nursing students.
7. Interprets program requirements and objectives to relevant departments and service areas within the college.
8. Monitors and maintains program compliance with:
  - a. Education code (Title 5)
  - b. Union contracts
  - c. BRN rules, regulations and guidelines
  - d. Faculty workload guidelines
  - e. American Disabilities Act
  - f. Faculty licensure
  - g. District compliance and personnel guidelines
  - h. Clinical agency requirements, policy and procedures
  - i. Workers compensation regulations
  - j. SRJC policies & procedures

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9. Oversees preparation of self-study report for BRN approval visit.
10. Supervises development of class schedule and monitors enrollments and faculty loads for courses related to professional nursing, including weekly clinical and theory assignments.
11. Maintains currency of college catalog and ADN program website.
12. In collaboration with the Human Resources Department, supervises recruitment, screening, interviewing and selection of all full time and adjunct ADN faculty.
13. Functions as liaison with college services and departments that have an impact upon student success.
14. Participates in preparation of program, evaluation and planning documents.
15. Receives, reviews and facilitates resolution of student, faculty and staff complaints. Interprets student grievance procedure for students and faculty.
16. Performs other duties as assigned by the Dean, Health Sciences, or designee.

### Curriculum

1. Oversees ADN curriculum development to ensure its relevance to clinical practice.
2. Approves curriculum changes for submission to the BRN.
3. Schedules continuing education classes and assists in development of new continuing education (CE) courses.
4. Maintains records of attendance of CE courses consistent with BRN regulations.
5. Reviews and approves textbook list.
6. Approves the use of clinical agencies in terms of their ability to provide experience that will allow students to meet stated clinical objectives.

### Faculty Development

1. Orients new faculty to Santa Rosa Junior College including serving as a Mentor in the Mentorship program.
2. Assists faculty in developing remediation plans to meet BRN mandates.
3. Attends and participates in faculty meetings.
4. Oversees use of substitute faculty.
5. Guides faculty in the process of student counseling.
6. Promotes activities for staff development.
7. Evaluates faculty credentials and submits qualified faculty to BRN for approval.

### College and Community Activities

1. Liaison with clinical agencies.

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2. Represents the ADN program in local, regional and state-wide meetings and committees.
3. Serves as Chair of the ADN Advisory Committee.

### Students

1. Serves as advocate for students and ensures that students receive due process.
2. Oversees screening of applications and selection of new students into the ADN Program.
3. Oversees challenge process.
4. Oversees student health records and CPR requirement.
5. Supports student recruitment activities.
6. Assists students with licensure applications (NCLEX-RN).

### **KNOWLEDGE OF:**

1. Rules and regulations as set forth by the BRN that govern undergraduate professional nursing educational programs.
2. Principles of leadership, community college curriculum and instructional program development.
3. Learning theory and community college student characteristics.
4. Equal Opportunity Employment, hiring, and evaluation policies and procedures; local, state, and federal employment regulations.
5. Student services programs.
6. Budgeting.
7. Laws and regulations governing California Community Colleges.

### **ABILITY TO:**

1. Plan and organize tasks relevant to program needs; supervise the work of staff members.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Possess consensus-building skills.
4. Communicate clearly, both orally and in writing.
5. Maintain currency within the scope of the position.
6. Understand the needs of the community relative to the ADN Program.
7. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*Education:*

Masters Degree in Nursing required.

*Experience:*

One year of formal training, or leadership experience reasonably related to this assignment.

Must also meet all the minimum requirements of the Board of Registered Nursing (BRN) for appointment as Director of a professional nursing program.

### **SUPERVISION RECEIVED:**

The Director of the ADN Program reports to the Dean, Health Sciences.

### **SUPERVISION EXERCISED:**

The Director, ADN Program provides supervision for all aspects of the ADN Program.

Board Approved: 06/08/04  
Revised 07/19/06; 06/30/07