

Blackfeet Community College



Position Description

Director of Nursing Program

Closing Date	Until Filled
Salary	\$75,000.00 to \$85,000.00 Depending on experience and education
Department	Academic Affairs Nursing Department
Personnel Definition	Faculty, full-time
Term of Employment	12 months/year, 26 pay periods
FLSA	Exempt
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none">• Provost• President
Qualifications	Master's degree in Nursing required supplemented by courses in curriculum development, principles and methods of teaching, measurement and evaluation required and a minimum of 4 years nursing education experience, including didactic and clinical teaching required; experience with curriculum development required; experience with nursing accreditation preferred. Doctorate in Nursing or Doctorate of Nursing Practice preferred. Current unencumbered license to practice as a registered nurse in the state of Montana required.
Knowledge, Skills & Abilities Required	Possess skills and attributes in instructional methods, performance-based curriculum design and research; strong interpersonal and communication skills; skills in initiating and managing change; strong management and leadership skills, including planning, organizing, leading and controlling; an ongoing interest in and involvement with relevant local, regional and national professional organizations.
General Statement of Duties	The Nursing Program Director will provide overall administrative direction and coordination for Nursing Program. The director will assist in the administration and management of the functions of the program including analysis, planning, and strategic formation of goals, and the implementation of plans for program development and evaluation. This includes the analyzing of program operations, finances and needs to determine potential enhancements or improvements to procedures and activities. Demonstrate extensive knowledge with Native Americans and Adult and Higher Education.
Specific Area of Duties	<ul style="list-style-type: none">• Official representative for the Nursing Division throughout the college as a department chair.• Responsible for the recruitment, retention, and training of the nursing faculty

	<ul style="list-style-type: none"> • Mentor and supervise nursing faculty and staff to include teaching, evaluation, recruiting and advising of students. • Ensure all BON requirements and accreditation standards are met and maintained, including BON Annual Report. • Participates in local, state and national nursing education and health care meetings/boards and committees. • Participate in the governance and committee work of the College as necessary. • Develops and implements policies and procedures for the Nursing Program in collaboration with the College • Hold faculty/staff meetings for advisement on college procedures, regulations and nursing division planning and evaluation. • Participates in the annual budget planning process for the Nursing Program and College, including providing leadership in securing external funding for the Nursing Program. • Assist on special projects, ad-hoc committees, as directed or required by the Dean of Academic Affairs. • Work in keeping the courses/programs of study, etc., up to date by working with the department instructors, dean and curriculum committee. • Determine courses to be offered for the semester; complete course schedule data sheet/textbook order form; locate and secure instructional materials, part-time faculty (if necessary) for department. • Other duties necessary to the function of BCC, as needed.
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