



## Job Description

**Job Title: Director of RN Program**

**Reports To: Director of Operations and Business Management**

### **Position Responsibilities:**

- Program and curriculum design and development.
- Faculty selection and professional development.
- Instructional quality.
- Budget and fiscal management
- Administration and resource management.
- Evaluates and selects clinical affiliations appropriate for use by Registered Nursing students with the periodic review and promotion of effective hospital and school relationships.
- Conduct regularly scheduled faculty meetings, initiates projects, studies, and programs for the Registered Nursing program.
- Attends regularly scheduled Board of Registered Nursing and Psychiatric Technicians meetings.
- Maintains professional competence through Participation in continuing education and other appropriate learning experiences.
- Exercises authority in selection and retention of students.
- Maintain effective communication with assigned personnel and provide necessary guidance and counseling.
- Perform other duties as assigned.

**Qualifications:**

- Current California, active license as a Registered Nurse
- Masters degree and higher from an accredited college or university
- Course work in nursing, education or administration
- Minimum of one year's experience in an administrative position
- Minimum of two year's experience teaching in a pre or post-licensure nursing programs
- At least one year's experience as a registered nurse providing direct patient care or equivalent experience and/or education as determined by Board
- One year of teaching or clinical supervision or a combination thereof, in a state accredited or approved Registered Nursing or vocational or practical nursing, or psychiatric technician school within the last five years

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Printed Name

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Date

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Signature