

Job Description Practical Nursing Administrator/Coordinator

Qualifications for this position are:

1. Shall have a minimum of a Bachelor of Science in Nursing;
2. Three (3) years of clinical experience immediately prior to appointment;
3. Currently licensed to practice professional nursing in Missouri;
4. Vocational certificate by the Department of Elementary and Secondary Education;
5. Previous administrative experience preferred.

Reports to: The Practical Nursing Administrator is directly responsible to the Director of the Saline County Career Center for the administration of the Marshall Public School District's Practical Nursing Program.

Job Goal: To assist the Director of the Saline County Career Center in providing the district a Practical Nursing Program which meets or exceeds the Missouri State Board of Nursing's Minimum Standards.

Terms of Employment: The Practical Nursing Administrator is employed on an annual basis for a contract period of fifty weeks at a salary determined by placement on the current Teacher's Salary Schedule and Extra-Duty Pay Schedule

Evaluation: The Practical Nursing Administrator will be evaluated by the Director of the Saline County Career Center utilizing the Marshall Public School District Evaluation Plan and Criteria for job performance.

Performance Responsibilities:

The Practical Nursing Administrator shall:

1. Be responsible for the coordination and supervision of the Practical Nursing Program in compliance with minimum standards.
2. Ongoing, systematic development, implementation and evaluation of the total program in relation to stated philosophy/mission and graduate competencies of the program.
3. Prepare and evaluate instructional materials in keeping with the Missouri State Boards of Nursing and the Missouri Department of Elementary and Secondary Education Division of Career Education for Health Sciences requirements.
4. Assist instructors in planning for the sequence of learning experiences that provide for better integration of classroom, laboratory, and clinical teaching.
5. Instruction and evaluation of students.

6. Advise and provide assistance to students on regularly scheduled basis as appropriate; refer students to Saline County Career Center Counselor for guidance and counseling.
7. Maintenance of clinical and educational competencies in areas of instructional responsibilities. Professional competence activities may include nursing practice, continuing education, writing for publication and/or participation in professional organizations.
8. Conduct regular faculty meetings with a planned agenda to promote the professional growth of the staff.
9. Assist instructors as necessary in classroom instruction and clinical supervision to insure fulfillment of program philosophy and objectives.
10. Coordinate and schedule program activities involving the school and health care facilities.
11. Schedule and arrange for regular meeting of joint committees representing the school and health care facilities.
12. Organize and work with an advisory committee to solicit opinions in regard to recruitment, public relations, and community health care training needs in relation to the curriculum.
13. Assist in student selection by arranging for testing, securing records and compiling data on applicants for use by the advisory/admissions committee.
14. Prepare records and reports required by the school, the Missouri State Board of Nursing and the Department of Elementary and Secondary Education.
15. Maintain progress records and evaluations on all students.
16. Prepare inventories and periodically check all equipment and supplies.
17. Requisition supplies and equipment for the Practical Nursing Program.
18. Make recommendations for Practical Nurse budget to the Saline County Career Center Director in preparing the budget for the coming school year.
19. Promote the public relations of Practical Nurse Education.
20. Make arrangements for graduation exercises.
21. Assist the Director of the Saline County Career Center in screening, interviewing and recommending applicants for the position of instructor.
22. Assist the Director of the Saline County Career Center with orientation of nurse faculty.
23. Assist the Director of the Saline County Career with the evaluation of faculty and staff.
24. Participate in professional conferences and workshops.
25. Plan for and host Missouri State Board of Nursing and Department of Elementary and Secondary Education supervisory visits.
26. Perform other duties and assume such other responsibilities as requested by the director of the Saline County Career Center or as dictated by the Practical Nursing Program.
27. Will be designated the Practical Nursing Program Simulation Coordinator.