

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Chair of Associate Degree Nursing	<b>FLSA status:</b>	Exempt
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<b>DEPARTMENT:</b>	Associate Degree Nursing	<b>REPORTS TO:</b>	Dean, School of Nursing and Health Sciences
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**Position summary:** Under indirect supervision, the chair is the administrative officer of the program, responsible for the supervision of all nursing faculty and staff assigned to the department. The primary duties are to insure that adequate personnel and facilities are available for effective instruction, and to provide effective leadership for planning, growth, and improvement of the program. This position reports directly to the Dean of Nursing and Health Sciences.

**Position responsibilities:**

- Direct the development, implementation, and evaluation of the program of learning.
- Maintain professional working relationships with administrative authorities, faculty, and other academic and support units.
- Recommend candidates for faculty appointment and retention.
- Develop and maintain relationship with local, state, regional and national agencies.
- Prepare and control the expenditure of approved budgeted funds for the program.
- Maintain written agreements for use of clinical facilities.
- Implement the rules and regulations of external accrediting agencies.
- Serve as liaison between the college and affiliating agencies.
- Assure that the program is maintained current in regard to standards of practice and health care needs of the community.
- Supervise and evaluate Associate Degree Nursing faculty and staff.
- Recommend courses within the curriculum to be added, altered or deleted.
- Recommend teaching and course schedules for program.
- Provide for the orientation of newly hired A.D.N. faculty.
- Coordinate selection of student applicants.
- Encourage faculty to participate in professional associations, conferences, and activities.
- Participate in development and implementation of policies and procedures which affect students and faculty.
- Recommend the utilization and maintenance of laboratory and classroom facilities.
- Supervise record keeping practices and procedures for program.
- Provide reports and data to the College as needed.
- Travel and work a flexible schedule in order to meet the needs of various use groups and programs of the College.
- Support the philosophy and mission of the College.
- Serve on college committees as appropriate.
- Cooperate with Student Services in recruitment of students.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Participate in professional and community activities for the improvement of health care.
- Remain loyal to the college and its purposes.
- Perform all other duties as assigned.

**Minimum Position Requirements:**

- Master's degree in nursing with at least 3 years experience directly related to the duties and responsibilities specified. Must hold a current license to practice as a registered nurse in the state of Texas. Must be approved by the Board of Nurse Examiners for the State of Texas.

**Knowledge, Skills, and Abilities Required:**

- Strong interpersonal and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in area of responsibility.
- Meet continuing education requirements of the Board of Nurse Examiners for the State of Texas.

**Physical Demands and Work Environment:**

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.