

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Chair of Vocational Nursing Program	FLSA status:	Exempt
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DEPARTMENT:	Vocational Nursing	REPORTS TO:	Dean of Nursing and Health Sciences
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Position summary: Under indirect supervision, this position is responsible for the total program of the Vocational Nursing Program. This position reports directly to the Dean of Nursing and Health Sciences, keeping him/her abreast of all planning, organizing, staff and development of Panola College's vocational nursing program.

Position responsibilities:

- Act as liaison between the Dean and the Faculty within the department.
- Direct in the development of the departmental budget and present annual request.
- Direct in development of the annual improvement plan.
- Direct in development of annual marketing improvement plan.
- Chair department committee for employment of new instructors.
- Assist departmental faculty in counseling and registration.
- Coordinate campuses in regard to syllabi and course content.
- Make on-site visits as needed to satellite campuses.
- Verify licenses of faculty on an annual basis.
- Convene and chair Retention Committee.
- Convene and chair Advisory Board meetings.
- Coordinate Vocational Nursing graduation.
- Supervise completion of State Board materials including the Annual Report, Transcripts, Candidate Roster, Director Affidavit and Temporary Permits.
- Assist in development of 52-week curriculum.
- Interact with other vocational nursing programs in order to remain current.
- Act as liaison to clinical facilities and update clinical contracts.
- Procure additional clinical facilities as needed.
- Assist all campuses with State Board visit.
- Attend conventions to stay informed of changes regarding Vocational Nursing Programs in Texas, and changes in State Board Rules and Regulations.
- Maintain student records as mandated by State Board Rules and Regulations.
- Evaluate Vocational Nursing Faculty.
- Perform other functions consistent with a division coordinator's responsibilities when requested by the Administration.
- Support the philosophy and mission of the College.
- Actively participate in related consortiums, partnerships, organizations, etc.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Bachelor's degree in Nursing required with at least 5 years experience directly related to the duties and responsibilities specified. Master's degree preferred.

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.
- Strong computer skills a must.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Enthusiasm and the ability to thrive in an atmosphere of constant change.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office and classroom work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 50 pounds.
- Some limited exposure to physical risk during clinical instruction.