



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

OPEN NURSING FACULTY POSITION POSTING*

NAME OF EDUCATIONAL INSTITUTION:	Illinois Valley Community College
POSITION:	<p>Director of Nursing Programs Status / FLSA Status: Full Time / Exempt / Level 10 Classification: Administration Department: Academic Affairs Reports to: Vice President, Academic Affairs WorkLocation: Oglesby Campus and clinical sites</p> <p>POSITION SUMMARY: To provide leadership to the program staff, including full-time and part-time faculty. The Director of Nursing Programs will perform any duties required to maintain good standing with the Accreditation Commission for Education in Nursing (ACEN), the Illinois Department of Financial & Professional Regulation (IDFPR), the Illinois Department of Public Health (IDPH) and the Medical Assisting Education Review Board (MAERB).</p>
RESPONSIBILITIES:	<p>ESSENTIAL DUTIES AND RESPONSIBILITIES:</p> <ol style="list-style-type: none"> 1. Continually strive to achieve the College Mission, Vision, and Goals and model the College's Core Values. 2. Provide leadership in the assessment and improvement of student learning, program review, and appropriate applications of instructional technology within the programs. 3. Provide leadership in the planning, development, promotion, coordination and evaluation of academic offerings in the Certified Nursing Assistant, practical Nursing, Associate Degree Nursing, Certified Medical Assistant, and Phlebotomy programs, including course development, curriculum improvement, and maintenance of required records. 4. Ensure quality of instruction by recruiting and retaining the highest quality faculty, evaluating performance, and identifying and meeting their professional development needs. 5. Schedule and conduct regular meetings with the faculty. 6. Select health care agencies for use as clinical laboratory settings; plan and evaluate the clinical experience in cooperation with health care agency personnel. 7. Maintain standards, submit requested reports, and continuously improve processes consistent with national and state accreditation requirements: Department of Financial & Professional Regulation (IDFPR), Illinois Department of Public Health (IDPH), the Accreditation Commission for Education in Nursing (ACEN), and the Medical Assisting Education Review Board (MAERB). 8. Represent the nursing programs at the Deans and Directors of ICCB Nursing Programs and other college community events. 9. Assist in the development and implementation of admission/ retention criteria for the programs. 10. Assist in resolving problems arising in student-faculty relationships

	<p>and oversee the administration of student grievance procedures at the department level.</p> <p>11. Recommend a schedule of classes and faculty assignments for the programs in accordance with approved scheduling and faculty load guidelines.</p> <p>12. Plan and facilitate the program Advisory Committee meetings for the Nursing programs, the Certified Nursing Assistant program, the Certified Medical Assistant program, and the Phlebotomy program in conjunction with the Program Coordinators.</p> <p>13. Ensure that program staff members are well-informed about college activities as well as state and national trends in education.</p> <p>14. Assist the Director of Continuing Education and Business Services, the Director of Adult Education, the Director of Learning Resources, and the Dual Credit/Dual Enrollment Coordinator in the development and coordinator of Allied Health offerings for business and industry, day and evening courses at local high schools and extension sites, distance learning activities, Bridges to Healthcare and other ICAPS programs, and applications of instructional technologies for health care providers.</p> <p>15. Develop and manage program budgets.</p> <p>16. Manage activities necessary to support the instructional functions of the programs, including planning; requisition of equipment, technology, materials and textbooks; control and inventory of physical property; and facilitating the selection of library and media acquisitions.</p> <p>17. Prepare and submit reports of department accomplishments, including evidence supporting the programs' contributions to continued institutional effectiveness.</p> <p>18. Serve as a member of the Administrative Cabinet, representing the department in strategic planning and implementing institutional effectiveness measures.</p> <p>SUPERVISORY RESPONSIBILITIES: Supervise personnel assigned to the programs, including evaluation of performance, identification of professional development needs, and plans for continuous improvement of department processes.</p>
<p>MINIMUM QUALIFICATIONS:</p>	<p>QUALIFICATIONS: <i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ol style="list-style-type: none"> 1. Master's Degree or higher with a major in Nursing. 2. Two years of experience as an instructor in a nursing education program. 3. Two years of experience in clinical nursing practice. 4. Currently licensed as a registered professional nurse in Illinois.
<p>PREFERRED QUALIFICATIONS:</p>	<p>Proven teaching, administrative, and leadership abilities strongly preferred</p>
<p>TO APPLY:</p>	<p>Apply through Monday, 9/7/20, by visiting http://www.ivcc.edu/hr to submit an online application. Applications are only accepted through the online process. An online application includes: IVCC application, resume, applicable transcripts, and cover letter specifically addressing how your qualifications meet the duties and responsibilities outlined in the job description. AA/EOE</p> <p>Direct questions to humanresources@ivcc.edu</p>