



**Illinois Department of Financial and Professional Regulation**  
**Division of Professional Regulation**

**\* FACULTY POSITION POSTING \***

<b>NAME OF EDUCATIONAL INSTITUTION:</b>	<b>Shawnee Community College</b>
<b>POSITION:</b>	<b>Director of Nursing</b>
<b>Is this a chief nursing officer or director of nursing position?</b>	No – please continue with remainder of the form Yes-upon completion of the form you must contact DPR Nursing Coordinator, Michele Bromberg, MSN, RN: <a href="mailto:michele.bromberg@illinois.gov">michele.bromberg@illinois.gov</a>
<b>RESPONSIBILITIES:</b>	<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b> include the following. <ul style="list-style-type: none"> <li>• Coordinate the development of an instructional schedule for health professions each semester and assign individual instructors to implement the schedule. This includes assignments at off-campus clinical sites as well as on-campus instruction for the Associate Degree, Licensed Practical Nursing programs, and Certified Nursing Assistant program.</li> <li>• Develop curriculum, coordinate approval process for possible Bachelor degree of nursing or specialty programs</li> <li>• Responsible for the hiring, supervision, training, observing and evaluating of all staff in the Nursing department in coordination with HR and the Vice-President of Academic Affairs &amp; Student Learning.</li> <li>• Provide general supervision and work closely with the coordinators of the certified nursing assistant program to provide high quality allied health personnel and continuing education experiences for the community served by the College.</li> <li>• Responsible for recommending the annual budget for the Associate Degree, Licensed Practical Nursing programs and Certified Nursing Assistant Program.</li> <li>• Responsible for recommending textbook adoptions and deletions, conduct needs assessments for new or expanded programs.</li> <li>• Develop and plan long range-goals and objectives, equipment, instructional materials, and facility needs for improvement and growth.</li> <li>• Serve as the SCC liaison with the IL Dept of Professional Regulation for the ADN and LPN programs and with the IL Dept of Public Health for the Nursing Assistant program. Assume responsibility for maintaining accreditation or approval standards with these two agencies.</li> <li>• Serve as the facilitator and mediator of students' complaints regarding courses, instructors, and grade appeals according to policies outlined in Student Handbook.</li> </ul>

- Coordinate monthly program meetings with faculty to inform and be informed on issues, concerns, problems, and activities.
- Maintain up-to-date course syllabi for nursing courses.
- Establish and maintain advisory committee.
- Assist with articulation efforts and meet accreditation requirements.
- Maintain nursing handbook.
- Coordinate with Marketing department the updating of all bulletins and brochures for programs in the health professions.
- Participate in local, state, and regional organizations devoted to the improvement of nursing education.
- Responsible for all aspects of curriculum development for nursing courses and programs in coordination with all appropriate college staff members and college review committees.
- Responsible for coordinating assessment of potential and current students in conjunction with Vice President of Instructional Services.
- Responsible for filing and maintaining of information needed for state and federal reports and for filing reports on a timely basis.
- Responsible for assisting with the development of appropriate staff development activities as needed.
- Coordinate and oversee all ATI testing, administration and oversight of financial costs.
- Teach 6 hours per semester (2 semesters) per year, working a 12-month schedule.
- Maintain a liaison with area hospitals and health care agencies where students serve their clinical experiences and seek employment upon graduation.

Perform other related duties which may be requested by the Vice President of Academic Affairs & Student Learning. (related duties as required are duties that may not be specifically listed in the class specification or position description, but that are within the general occupational series and responsibility level typically associated with the employee's class of work.) Other duties may be assigned.

**QUALIFICATIONS** 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, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**MINIMUM QUALIFICATIONS:**

**EDUCATION and/or EXPERIENCE**

Masters in Nursing required. Ph.D

	<p>Minimum of three years higher education teaching experience (classroom and clinical), One to two years of administrative experience in higher education or medical setting.</p> <p><b>CERTIFICATES, LICENSES, REGISTRATIONS</b> Required: Current unencumbered Illinois Registered Professional Nurse License or Eligible to be licensed in IL</p>
<b>PREFERRED QUALIFICATIONS:</b>	<p><b>Preferred:</b> Ed.D w/ Master's in Nursing preferred.</p> <p>Full-time teaching experience.</p>
<b>TO APPLY:</b>	<p>Send resume, cover letter, <a href="mailto:emilyf@shawneecc.edu">emilyf@shawneecc.edu</a> and you will be sent an application.</p>