

COMPTON COMMUNITY COLLEGE DISTRICT



ASSISTANT DIRECTOR OF NURSING

POSITION DESCRIPTION

Under the supervision of the Associate Dean of Nursing and working closely with the assigned Dean, the Assistant Director of Nursing shall be a full-time Nursing faculty member. The Assistant Director of Nursing shall assist the Associate Dean of Nursing with the administration of the Compton College Associate Degree Nursing program. In absence of the Associate Dean of Nursing, the Assistant Director of Nursing will provide oversight assistance for the continued administration of the program. The Assistant Director of Nursing will be actively involved in ongoing Compton College Nursing Program accreditation activities and program development.

DUTIES AND RESPONSIBILITIES

- Provide Nursing Program Orientation to Compton College Nursing faculty and students.
- Provide guidance and mentorship to Compton College Nursing full-time and part-time faculty.
- Coordinate faculty and student activities related to the nursing skills laboratory and the nursing simulation laboratory.
- Coordinate curriculum that meets the requirements mandated by the appropriate agencies.
- Coordinate the development of policies and procedures for the program including the planning, organizing, implementing, and evaluating all aspects of the program.
- Actively participate in area regional planning for clinical placement.
- Assist the Associate Dean of Nursing with the review of the schedule of classes and clinical/laboratory assignments for each semester/session.
- Participate in Compton College accreditation and nursing accreditation activities, advisory committees, budget planning, and review of curriculum, student learning outcomes and service area outcomes for the nursing program.
- Assist the nursing program to be better integrated into the Compton College community.
- Review, evaluate, and request teaching/learning media.
- As needed, assist the Associate Dean of Nursing with record-keeping associated with the nursing program.
- As needed, assist the Associate Dean of Nursing with preparation of grant proposal and reports.
- Serve as resource to Compton College nursing students, faculty, and staff in absence of the Associate Dean of Nursing.
- Complete other activities and special projects as assigned by the Associate Dean of Nursing and the assigned Dean.

REQUIRED QUALIFICATIONS

Full-time Compton Community College District Nursing instructor

Salary Range: Current salary and the Assistant Director of Nursing will be compensated with 30% reassigned time during the fall and spring semester. The reassigned time shall be subject to the approval of the President/Chief Executive Officer.

Conditions of Employment: Temporary assignment, full-time Compton Community College District Nursing instructor.