

Title:	Associate Dean of Academic Affairs (Director of Nursing) - Band 13 (Leestown Campus)
Job Category:	Staff
Salary Type:	Exempt
Campus:	Lexington, KY
Department:	Academics
Short Description:	In cooperation with College leadership, the Director of Nursing has the responsibility and authority for the administrative and instructional activities of the nurse education programs at Bluegrass Community and Technical College. The Director is responsible to students, faculty, and college administration for the safe and lawful operations of all nurse education programs. This includes management of the division budget, maintenance and development of the Program and Advisory Board meetings and maintenance of program accreditations. This essential role encompasses collaborating with faculty, support staff, Academic Deans, Provost and the President for continuous program improvement.
Duties:	<ol style="list-style-type: none"> 1. Serve as the Nursing Program Administrator/Administrator of Record in accordance with Kentucky Board of Nursing (KBN) and Accreditation Commission for Education in Nursing (ACEN) requirements. 2. Facilitate and approve all reports and accreditation materials required by governing or accrediting agencies. 3. Oversee the Nursing Division and nursing program matters such as, but not limited to, supervision of faculty and staff, other personnel matters, student concerns, curriculum and resources. 4. Develop, implement and evaluate a collaborative, comprehensive systematic plan for program evaluation. 5. Maintain communications with faculty and staff. 6. Provide strategic planning and implementation that supports the goals and outcomes of the Nursing Division and individual nursing programs. 7. Maintain authority and responsibility of all areas of the nursing programs listed in KBN regulations 201 KAR 20:260 Section2(3) and section 4. 8. Prepare and administer the program budget with faculty input. 9. Collaborate with the faculty for implantation of Associate Degree Nursing, Practical Nursing and Nurse Aide program and/or curriculum. 10. Assist the program site coordinators and the faculty to develop and implement student and program policies. 11. Orient, mentor and evaluate full-time faculty in their areas of responsibility according to the BCTC contract. Facilitate evaluations of part-time faculty by nursing coordinators. 12. Support faculty in using multiple forms of delivery, inclusive of distance technologies. 13. Assist faculty with curricular, operational, and professional development needs. 14. Assist faculty in continuous quality improvement for teaching effectiveness and obtaining the desired student learning and program outcomes. 15. Supervise the development of instructional materials and assist in conducting research on the effectiveness of the instructional program consistent with the philosophy and objectives of the college, and the requirements of external and/or regulatory agencies. 16. Assure that all students and faculty in the Nursing Division meet health and technical standards to meet agency and BCTC requirements. 17. Coordinate the master schedule for course offerings, assign classes to faculty, in consultation with faculty and program directors/coordinators, and oversee the entry of schedule information and assignments. 18. Promote a culture of respect, inclusion, and civility.

	<p>19. Cooperate with the College President, Provost, and Academic Leadership Team on the dissemination and implementation of college policies, regulations and procedures.</p> <p>20. Develop and maintain strong community support for program.</p> <p>21. Collaborate on related grant development.</p> <p>22. Other duties as assigned.</p>
<p>Qualifications:</p>	<p><u>Minimum Education/Experience Requirements:</u></p> <ul style="list-style-type: none"> • Master's degree (Nursing) and three years of related experience, or equivalent. <p><u>Preferred Qualifications:</u></p> <ul style="list-style-type: none"> • Doctorate degree (Nursing) • Five years of full-time nursing experience, with at least three years in nursing education • Current Kentucky Registered Nurse license in good standing or eligibility for licensure in the State • Expertise appropriate to administrative responsibilities • Proven ability to work with a diverse faculty, staff and student population