

**PARIS JUNIOR COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Director	SALARY LEVEL:
DEPT: Health Occupations	JOB CODE:
CLASS: Administration	FLSA STATUS: Exempt
	RETIREMENT ELIGIBILITY: ORP/TRS

PURPOSE: The Director of Health Occupations supervises and coordinates all areas of Health Occupations, which includes the programs for Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN), Medical Records Coding, and Surgical Technology.

REPORTS TO: Vice President of Workforce Education

SUPERVISES: Faculty/Coordinators for LVN program, ADN program, Medical Records Coding and Surgical Technology
Secretary A, Health Occupations (2 positions)

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

1. Demonstrate competency in education and administration, preferably ADN education.
2. Have clinical experiences necessary to function effectively and safely in area of instruction.
3. Ability to assist/guide faculty in updating the program to reflect current trends.
4. Ability to establish and maintain effective working relationship with staff, faculty, administration, and the community.
5. Demonstrated organizational skills.
6. Demonstrated supervisory skills.

Education, Experience, and Licensure

1. Master's and Bachelor's degree in Nursing.

2. Supervisory experience.
3. Registered nurse in Texas.

MAJOR JOB RESPONSIBILITIES

Essential Job Functions

1. Facilitates cohesive functioning among the Health Occupations programs.
2. Coordinates budgetary spending in the Health Occupations programs.
3. Develops and maintains satisfactory relationship with central administration through the Vice President of Workforce Education. Keeps administration informed of all aspects of the Health Occupations Department.
4. Responsible for problem solving regarding maintenance and repair problems of the Health Occupations Division of the Applied Technologies Building.
5. Coordinates planning for the Health Occupations Advisory Committees that meet once or twice yearly as a liaison between the Health Occupations Department and the community.
6. Supervises and guides the development of and revisions in the curricula of the Health Occupations Department to meet requirements of all accrediting agencies.
7. Counsels with all levels of prospective nursing students or applicants interested in health occupation careers as they request or as referred by faculty members.
8. Keeps faculty informed of current changes in the Texas Occupations Code for Licensed Vocational Nursing and the Nurses Practice Act, legislative changes, and issues and trends in nursing.
9. Oversees selection and supervision of secretarial staff, including work-study employees.
10. Supervises and coordinates duties of area personnel.
11. Assists in the recruitment, employment, and orientation of staff.

12. Responsible for ensuring diversity efforts within area of supervision.
13. Coordinates, supervises and performs evaluation process with all part-time and full-time personnel.
14. Recommends disciplinary action of personnel.
15. Reports or approves absences of personnel.
16. Provides opportunities for staff development aimed at increasing professionalism.
17. Attends faculty meetings of the Health Occupations programs.
18. Verifies all NCLEX applicants meet requirements set forth by the state boards of nursing.
19. Responsible for compliance with Southern Association of Colleges and Schools (SACS) guidelines for area.
20. Display personal characteristics that reflect positively on the education profession and the College in such ways as respecting colleagues and observing ethical principles of the education profession, participating in community activities, and demonstrating a constructive attitude toward other professional and classified personnel, using appropriate vocabulary free from excessive profanity and slang, displaying use of good judgment, tact, and discrimination, treating records, information, materials, and office concerns in a confidential manner.
21. Demonstrate knowledge of the required subject matter by providing evidence of preparation in the area, maintaining current knowledge of research and developments in the subject area, and maintaining the respect of colleagues in the profession.
22. Demonstrate leadership qualities by instilling enthusiasm for professional goals, recognizing staff proficiencies and accomplishments, adhering to statement of ethics and Paris Junior College covenant for success.

Marginal Job Functions

1. Coordinates utilization of classroom, laboratory, and clinical facilities for all areas of Health Occupations.
2. Acts as chairperson of the Health Occupations meetings.

3. Chairs end-of-semester planning group for use of clinical agencies for the coming semester.
4. Acts as chairperson of the Peer Review Committee.

SPECIFIC EQUIPMENT AND MATERIALS USED

1. Scantron, fax, calculator, computers, network system, printers, video projectors, overhead projectors, and DEI equipment.
2. General hospital technologies for patient care.

ESSENTIAL PHYSICAL TASKS

1. Ability to perform skills required of students.
2. Ability to accommodate (80-100%) contact walking, standing, or sitting.
3. This position is security-sensitive.

ENVIRONMENTAL DEMANDS

1. Requires 100% indoor activity.
2. Continuous (75-100%) contact with students/faculty/community.