PANOLA COLLEGE
JOB DESCRIPTION

JOB TITLE:	Associate Chair of Vocational Nursing Program	**FLSA status:**	Exempt

DEPARTMENT:	Vocational Nursing	**REPORTS TO:**	Dean of Career and Technical Programs

Position summary: Under indirect supervision, this position is responsible for the Vocational Nursing Program (VN). This position reports directly to the Dean of Career and Technical Programs keeping him/her abreast of all planning, organizing, staff and development of Panola College's Vocational Nursing program.

Position responsibilities:

- Serve as liaison between the Dean and the Faculty within the department
- Position will have a reduction in teaching load during each regular semester
- Develop and maintain program specific policies for the program that meet accreditation and Board of Nursing standards
- Demonstrate excellence in instruction, evaluate faculty, and encourage professional development as needed
- Conduct regular department meetings and record minutes for posting online
- Develop annual department budget request with input from faculty
- Manage approved department budget with appropriate documentation
- Coordinate advisory committee membership and schedule committee meetings
- Recruit, screen, and facilitate employment of qualified faculty (fulltime and adjunct) as needed
- Assist in recruitment, advisement and registration of students
- Prepare course schedules each semester and update syllabi annually; Coordinate syllabi, course content, and collect IE data for all department courses (i.e. SLOs, Core Assessment, or Capstone) across two locations
- Assist in the adoption of textbooks each semester to be approved by Dean
- Assign faculty workloads and submit paperwork for overloads and adjunct pay to Dean
- Manage classrooms, labs, and facilities to ensure students' learning needs are met
- Promote the programs through participation in area and community events as well as press releases
- Develop the curriculum and continue curriculum revisions of the programs so student training and skill development meets employer need
- Assist faculty in resolving Level I appeals and complaints
- Ensure all department information (brochures, website, catalog, handbook, etc.) is current and consistent
- Conduct all aspects of annual department Institutional Effectiveness (assessment, planning, data collection, analysis, reflection, evaluation, new plan and all documentation)
- Provide reports such as Technical Review, Gainful Employment, SACS, etc. in a timely manner
- Serve on college committees as assigned and recommend department faculty for committees
- Perform other functions consistent with a chair's responsibilities when requested by Administration
- Actively participate in related consortia, partnerships, organizations, etc.
- Support the philosophy and mission of the College
- Perform all other duties as assigned

Position Requirements:

- Bachelor's degree in Nursing required with at least 5 years experience directly related to the duties and responsibilities specified. Master's degree preferred.
- Instructional experience in higher education
- Must be approved by the Texas Board of Nursing (BON)
- Strong organizational skills, commitment to the teaching profession, and enthusiasm for the mission of community college

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed

- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to apply learning theory: motivational, perceptual, and emotional forces present in the learning process and the conditions which influence learning
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands of Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 15 pounds
- No or very limited exposure to physical risk
- Some travel required