

Colorado Mountain College

Position Description

Title: Program Director and Chief Nursing Officer, Nursing Programs
FLSA Classification: Exempt
Hiring Salary Range: \$117,971.73 - \$131,079.70

Primary Responsibility

The Program Director and Chief Nursing Officer (CNO) oversees faculty and all aspects of the programs (ADN and BSN) offered in multiple locations.

The Program Director and CNO provides instructional and administrative leadership and support to the programs and all related areas of the College. This position reports directly to the Dean of the School of Nursing, Health Science, Public Safety, Wellness, and Outdoor Studies. The Program Director and CNO works directly with faculty and collaboratively with the campus academic and student affairs supervisors.

Responsibilities include but are not limited to: ensuring that offerings of the program articulate with CMC's mission, vision, strategic plan and institutional learning outcomes as well as state and national standards; handling budget, hiring and support of faculty, coordination of program accreditation applications/renewals and program activity reporting, leading program advisory committee meetings, outreach, marketing, & recruiting activities, and program assessment.

Pre-requisites for Position (Qualifications Standards)

An active unencumbered license to practice as a registered nurse in Colorado. Education and experience sufficient for the rigors of the position. Documented knowledge and skills related to teaching adults, teaching methodology, curriculum development, and curriculum evaluation. Two years of full-time, or equivalent, clinical experience as a practicing registered nurse. Two-thousand verifiable related occupation experience within the past 5 years. Two years of full-time, or equivalent, experience in teaching in an approved Nursing Education Program. Such experience must be at or above the level of the Nursing Education Program the individual will be directing. Qualified candidates must be credentialed to teach in this program, or eligible to be credentialed. A minimum of a doctoral degree in nursing from a Nursing Education Program with national nursing accreditation.

Experience managing faculty and staff essential.

Special Skills or abilities directly applicable to the position: knowledge and skills related to teaching adults, teaching methodology, curriculum development and curriculum evaluation. Excellent verbal and written communication skills with ability to work effectively with administration, staff, faculty, students, and clinical facilities. Demonstrated ability to plan, organize, and evaluate complex programs and processes, demonstrated ability to manage multiple priorities and projects, knowledge and proficiency

in current technology used in nursing as well as generally expected office technology and software. Accreditation (ACEN and/or CCNE) experience a plus.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Oversee Department and Program in compliance with college, state and national expectations
2. Ensure consistency and integrity of the program's curriculum across all locations offered, and that program contracts are current across all campuses.
3. Manage program review process including curriculum, contracts, accreditation standards, applications, renewals, annual reporting, and assessment (e.g., syllabus, course review)
4. Manage department budget including grants, course and program fees
5. Ensure quality and consistency of program delivery, college-wide by sharing exemplar course plans with adjunct and full-time faculty.
6. Supervise the process for faculty recruiting, hiring, credentialing, evaluation and support/mentoring
7. Coordinate scheduling of curriculum, including lectures, labs, and clinical/internships for the program college-wide, and in conjunction with the school Dean and campus leadership.
8. Oversee risk management practices
9. Lead and convene Program Advisory Committee meetings, and inter-program meetings as needed
10. Develops and maintains community relations with organizations relevant to the program
11. Attends regular meetings of applicable organizations.
12. Maintain critical partnerships related to program
13. Maintains membership with appropriate agencies
14. Conduct outreach, marketing and recruiting
15. Support the student experience through recruitment, advising, and developing internship and career placement opportunities
16. Facilitate resolution of student academic issues.
17. Participate on/with college wide initiatives and committees
18. Coordinate curriculum and materials for the discipline including assisting full time and adjunct faculty with learning material selection.
19. Develop capital requests relevant to department/program needs and goals
20. Maintain the inventory and upkeep of college-wide educational supplies, equipment, textbooks and manuals for program/discipline

21. Develop articulation agreements for incoming students and department graduates to facilitate their pursuit of relevant learning opportunities
22. Complete credentialing of full-time and adjunct faculty
23. Serve on search committees for new faculty in respective program area, even if at another CMC location.
24. Other duties as assigned.

Teaching

This position may include limited teaching as needed to support any direct instruction, team-teaching, mentoring, and vacancies in either the ADN or BSN programs. Additional compensation for teaching will be provided in accordance with CMC’s adjunct & exempt pay practices.

Supervision Received

This position reports to a designated school dean.

Supervisory Responsibility

This position oversees full and part time program faculty and staff.

Special Conditions of Employment

Successful completion of a background check including motor vehicles records check will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned. Travel, evening, and weekend work will be required based on position responsibilities.

Working Conditions

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 25 lbs.; ordinary talking, hearing and full vision capabilities; and the ability to read/comprehend. Write, communicate orally, and reason and analyze constantly; and perform calculations occasionally. Work is performed using a computer and standard office equipment daily, and driving a vehicle occasionally.

HR Reference Information:	
Position group and code:	304300+23000 sup
Date of review:	Updated 12.7.2022 COL

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be

assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.