43640 DIRECTOR, NURSING EDUCATION PROGRAMS

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EMILY GRIFFITH TECHNICAL COLLEGE
Traditional 235 work days
FTE: 1.0
Salary Range: $59,355- $71,923

Essential Functions and Objectives:

The Director of Nursing Education Programs (DNEP) is responsible for assuring that students in the Practical Nursing (PN) Program at Emily Griffith Technical College (EGTC) achieve the Student Learning Outcomes and Program Outcomes set forth by the Colorado Community College System, in accordance to the Colorado State Board of Nursing Chapter 2-Rules and Regulations for Approval of Nursing Education Programs, and the Accreditation Commission for Education in Nursing (ACEN). These responsibilities require leadership in the academic and clinical environment, and include the planning, implementation, supervision, and evaluation of instruction and related program management activities. The DNEP reports directly to the Instructional Dean of the College of Health Science and Administration.

- Align the mission and vision of the PN program with the strategic direction, mission, and goals of EGTC.
- Comply with the Accreditation Commission for Education in Nursing (ACEN) standards.
- Ensure and document the Nursing Education Program’s compliance with the Colorado State Board of Nursing (SBON) Chapter 2-Rules and Regulations for Approval of Nursing Education Programs, and all other state or federal regulations.
- Provide a current written job description to the SBON for all faculty positions.
- Develop and maintain the relationship between the practical nursing program and the Governing Body, including but not limited to acting as liaison with other programs within the Governing Body and with other Nursing Education Programs.
- Demonstrate leadership within the faculty for the development, implementation, and evaluation of the curriculum and other.
- Participate in the budget planning process with the Instructional Dean for administering the Nursing Education Program budget.
- Recruit and select faculty for employment, designing and monitoring development plans for faculty, conducting performance reviews of faculty, and participating in faculty promotion and retention.
- Develop and coordinate the use of educational facilities, to include the simulation lab and clinical resources.
- Identify and advocate for services needed by students in the PN program.
- Act as liaison with the SBON.
- Develop and maintain on-going relationships within the community, including fostering the PN program's responsiveness to community/employer needs.
- Participate in activities that facilitate the DNEP's professional expertise in the areas of administration, teaching and maintenance of nursing competence.
- Determine the need for additional faculty release time for administrative duties.
- Manage ACEN accreditation status including preparation for reaccreditation, preparation for site visits, and submitting the Annual Report by the designated due date.
- Complete and submit the SBON Annual Report for Practical Nursing by the designated due date.
- Complete and submit Program Approval requests to the Colorado Community College System (CCCS) as required.
- Manage the administrative duties related to the PN program which include but are not limited to preparing course schedules and faculty assignments; developing and evaluating curriculum; selecting textbooks; maintaining appropriate inventory for all program equipment, materials, and supplies; managing student issues related to academic and non-academic performance.
- Provide oversight of course development, theoretical instruction, laboratory practice, and clinical experiences to ensure that these components align with the mission, objectives, and curriculum of the PN Program.
- Manage course revisions based upon annual curriculum review and content mapping.
- Manage the recruitment and selection of appropriate clinical practice sites and clinical practice agreements.
- Manage the student admission process through collaboration with the student services and the department assistant, to include student orientation and maintenance of student records.
- Work with different departments to ensure accurate tracking and reporting of student completion, placement, and licensure.
- Manage the Practical Nursing Advisory Committee meetings.
- Schedule, manage, and document minutes for monthly PN faculty meetings.
- Participate in the quarterly CCCS Nursing Director’s Council meetings.
- Participate in the bi-annual Colorado Council on Nursing Education meetings.
- Participate in college committee work and professional development as a subject matter expert.
- Participate in State and City industry-led consortia and industry sector partnership meetings to stay current with industry needs and learning opportunities.

**Knowledge, Experience & Other Qualifications:**

- Two (2) years of full-time, or equivalent, clinical experience as a practicing registered nurse.
- Two (2) years of full-time, or equivalent, experience in teaching in an approved Nursing Education Program at or above the level of a practical nursing program.
- Must possess an active unencumbered license to practice as a registered nurse (RN) in Colorado.
- Must have or be able to meet the requirements to acquire a Full-Time Colorado Credential for Career and Technical Education.
- Documented knowledge and skills related to teaching adults, teaching methodology, curriculum development, and curriculum evaluation.
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- Seasoned instructor who is passionate about the Nursing Profession and Career and Technical Education (CTE) and believes that nursing faculty are more effective when supported by evidenced-based practices.
- Experience working with a diverse student population.
- Positive communication and interpersonal skills.
- Strong organizational and project management skills.
- Competent with use of technology, including but not limited to student information systems and learning management systems.
- Detail oriented.
- Collaborative.

Education Requirements:

- A Master’s Degree in Nursing from a Nursing Education Program with national nursing accreditation.

About Emily Griffith Technical College:

Emily Griffith Technical College, a division of Denver Public Schools, is Colorado's most unique public college. We offer an extensive curriculum including nearly 50 certificate programs and 500 courses. We have established a reputation for being one of the region's most diverse learning environments assisting more than 1.6 million students since our inception.

The Emily Griffith Technical College was founded nearly 100 years ago, and we still use the motto coined by Emily Griffith herself: *For all who wish to learn and expand their horizons and chart their own course for success*. We are looking for individuals that demonstrate and share the DPS Core Values of Integrity, Equity, Accountability, Collaboration, Fun and putting Students First. Come join the DPS team at Emily Griffith Technical College and make an impact at a great organization!

About Denver Public Schools:

Denver Public Schools is committed to meeting the educational needs of every student with great schools in every neighborhood. Our goal is to provide every child in Denver with rigorous, enriching educational opportunities from preschool through high school graduation. DPS is comprised of nearly 200 schools including traditional, magnet, charter and alternative pathways schools, with an enrollment of more than 90,000 students.

Under the leadership of Superintendent Susana Cordova and guided by the tenets of The Denver Plan, DPS has become the fastest-growing school district in the country in terms of enrollment and the fastest-growing large school district in the state in terms of student academic growth. Learn more at [dpsk12.org](http://dpsk12.org).
Denver Public Schools is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, age, disability, or any other status protected by law or regulation. It is our intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.