

Vocational Nursing Program Director/Instructor

POSTION SUMMARY:

The Director of the Vocational Nursing Program is responsible for the organization, administration, direction and supervision of the vocational nursing program and management and supervision of the program's faculty, adhering to the rules and regulations as outlined in the California Vocational Nurse Practice Act.

JOB FUNCTIONS:

- Plan, develop, implement, evaluate and revise curriculum as necessary
- Select appropriate texts for the nursing program
- Organize program to meet accreditation standards and state board requirements
- Screen and select faculty and students
- Orient new faculty members to the school and program
- Promote collaborative relationships among faculty
- Advise, guide and evaluate program faculty
- Plan and conduct monthly faculty meetings
- Coordinate theory and clinical rotation schedules with faculty
- Obtain and evaluate appropriate clinical facilities
- Confer with nursing service personnel in clinical affiliates regarding rotation schedules, student performance, and attainment of clinical objectives
- Confer with and guide students in the educational process
- Confer with persons in the community through an Advisory Board concerning developments in vocational nursing and health care
- Attend professional meetings to keep current in the fields of nursing, nursing education and health care
- Active in nursing and educational organizations
- Provide guidance and support for faculty professional development
- Facilitate the use of innovative methods and/or materials for teaching/learning
- Plan and evaluate student scheduling, progress and performance with faculty members on a continuous basis to determine program status, the need for remediation or termination from the program
- Recommend the selection and acquisition of new library books, reference materials, audio-visual equipment, computers and other instructional aids
- Prepare Board of Vocational Nurse and Psychiatric Technician Examiners (BVNPTE) documents: faculty, facility, enrollment, annual report and other special reports as required
- Prepare students for the Vocational Nurse licensure examinations; follow BVNPTE policies and procedures for filing

MINIMUM ENTRY REQUIREMENTS:

- Hold a current and valid license to practice as a Registered Nurse (R.N.) in the State of California
- Bachelor's degree from an accredited school (Master's degree preferred)

- Graduation from a program in the field of instruction, accredited by an agency recognized by the U.S. Secretary of Education, the Council for Higher Education, or an otherwise recognized training entity
- Have a minimum of three (3) years experience as a registered nurse, one (1) year shall be in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing or vocational or practical nursing, or a psychiatric technician school within the last five (5) years; or a minimum of three (3) years experience in nursing administration or nursing education within last five (5) years
- Have completed courses offered by an accredited school with instruction in administration, teaching and curriculum development

BENEFITS AND COMPENSATION:

CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.