



## Portage Lakes | Career Center

### **JOB DESCRIPTION PRACTICAL NURSING PROGRAM COORDINATOR**

Reports To: Assistant Superintendent

FLSA Status: Exempt

#### **Qualifications:**

1. Completion of an approved registered nursing education program in a jurisdiction as defined in paragraph (S) of rule 4723-5-01 of the Administrative Code; at least five years of experience in the practice of nursing as a registered nurse, two of which have been as a faculty member of a registered or practical nursing education program; a master's degree; if the individual does not possess a bachelor of science in nursing degree, the master's or other academic degree, including, but not limited to a Ph.D., shall be in nursing; If the individual possesses a bachelor of science in nursing degree, the master's degree may be, but is not required to be, in nursing; and current, valid licensure as a registered nurse in Ohio
2. Valid driver's license
3. Hold a career-technical teaching license or be eligible to obtain a one-year state license
4. Hold and maintain a current, valid license as a Registered Nurse in the state of Ohio
5. Computer technology skills as necessary for the position
6. Good attendance
7. Ability to establish and maintain effective working relationships with teachers, students, fellow employees, and the community
8. Pass BCI and FBI records check and/or other district pre-employment requirements
9. The employee may not be under the influence of any alcohol or non-prescribed controlled substance in the workplace throughout his/her employment in the District

#### **Essential Functions:**

Essential functions may include any of the following tasks:

1. Develop and implement the Practical Nursing program in accordance with Section 4723-5-09 of the Ohio Administrative Code
2. Serve as a role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
3. Help instill in students the belief in and practice of ethical principles and democratic values
4. Develop and administer a recruitment and retention process for the program
5. Direct the review and revision of the program curriculum
6. Supervise the instructional program including selection of instructional materials, coordinating student clinical experiences, and interpreting program policies

7. Assist the Superintendent in the evaluation of program faculty
8. Provide leadership to the program through professional development and participation in professional organizations
9. Provide career counseling and job placement assistance to adult health occupations program students
10. Supervise the record-keeping process for the program and verify all nursing student applications for licensure
11. Maintain positive relationships and collaborate with other health agencies in the community
12. Market, recruit, and promote Adult Education Health Occupations programs
13. Complete reports as required
14. Participate in advisory committees and program development committees
15. Participate in community functions as requested
16. Provide input into the budget process
17. Maintain communication with central administration and other units of the controlling agency, faculty, students, clinical agencies, and the board
18. Ensure regular meetings of the faculty to facilitate communication and faculty participation in planning, implementing, and evaluating the curriculum
19. Implement an orientation process for new faculty
20. Recommend faculty for appointment, promotion, tenure or retention, and termination
21. Facilitate faculty development, including enhancing educational competencies
22. Establish the faculty or teaching assistant to student ratio for direct patient care experiences at no greater a ratio than ten students to one faculty or teaching assistant, or a smaller ratio in clinical settings where necessary to ensure the safe delivery of nursing care by students, faculty, and teaching assistants
23. Ensure a written policy related to the evaluation of faculty and instructional personnel is implemented
24. Certify to the board, in a format prescribed by the board, for each student who is an applicant for licensure in Ohio, that each applicant successfully completed the requirements of a program and the date the applicant completed the program requirements
25. Submit to the board a corrective action plan any time the program administrator submits one or more erroneous certifications of program completion to the board
26. Perform other duties as requested by district administrators

**Working Conditions:**

Working conditions may include any of the following:

1. Use of keyboards and exposure to computer screens
2. Use of electrical equipment
3. Possible exposure to body fluids
4. Possible exposure to sharp instruments
5. Possible exposure to airborne particles
6. Possible exposure to inclement weather during work-related travel
7. Light physical exertion in moving items, lifting, and reaching