

Washington County Joint Vocational School District

Job Description

Title: Program Administrator of Practical Nursing  
Reports to: Director – High School & Adult Technical Training  
Employment Status: Part-time, up to 10 hours per week  
FLSA Status: Non-Exempt

**Qualifications:**

1. Master's degree required. Bachelor of science in nursing required.
2. Current, valid license as a registered nurse in Ohio.
3. Evidence of professional development in the field of Nursing.
4. Minimum of 5 years related experience required.
5. Minimum of 2 years teaching in an approved nursing program.
6. Proficient oral and written communication skills.
7. Proficient computer skills.
8. Demonstrates an understanding of teaching and learning.
9. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**General Description:**

The part-time Program Administrator of Practical Nursing is responsible to aid with supplies, curriculum, student information system requirements, placement, and clinical sites.

**Primary Duties:**

1. Consistently maintain a positive approach when communicating and working with staff, students, and the public.
2. Coordinate the development and implementation of theory, clinical, and laboratory learning experiences to fit within the scope of the Pre-Nursing curriculum.
3. Identify ideal cohort sizes and entry points with consideration for the future growth of the program.
4. Lead Accreditation and Approval: The PD will understand and follow Ohio Board of Nursing regulations and standards and complete accreditation/certification requirements including reports, self-studies, and campus visits by accrediting/approval agencies.
5. Maximize enrollment, profit, and student outcomes, including positive retention, completion, credentialing, and placement in related employment for enrolled students.
6. Assist with annual budgets for the Pre-Nursing to which the Manager is assigned.
7. Complete requisitions and purchase orders as needed. Place orders and approve payment as needed.
8. Develop and review articulation agreements.
9. Mitigate student matters and concerns when related to the division.
10. Maintain program-specific records of compliance.
11. Review and approve appropriate textbooks and training materials.
12. Recommend, in cooperation with instructors, the purchase of new equipment.

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### Part-time Program Administrator of Practical Nursing

13. Recommend improvements and present ideas.
14. Clinical site establishment/overseeing the Pre-Nursing/Practical Nursing program.
15. Assist with certification exam registration/prep.
16. Oversee all operations, activities, and budgets.
17. Ensure compliance with all relevant regulations.
18. Prepare reports on the programs' status or problems.
19. All other duties as assigned by Director.

#### **Other Duties and Responsibilities:**

1. The employee shall remain free of any alcohol or non-prescribe controlled substance in the workplace throughout his/her employment in the District.
2. Serve as a role model for students and fellow staff in how to conduct themselves as citizens and as responsible, intelligent human beings.
3. Instill in students the belief in and practice of ethical principles and democratic values.
4. Assist other support units when assigned.

#### **Supervisory Responsibilities**

The part-time Program Administrator of Practical Nursing will perform the following: clinical placement for students, clinical site partnership with hospital staff, clinical book sign-off, curriculum reviews, ordering supplies, advisory committee, site visits, and registering students for exams.

#### **Knowledge, Skills, and Abilities**

The part-time Program Administrator of Practical Nursing will possess broad knowledge of the responsibilities of practical nursing in various types of areas. He/she will understand teaching and learning techniques. This individual will have relationship-building skills and be a team player.

#### **Equipment Operated**

Various computers, school vehicles, printers, and copiers.

#### **Schedule details and Salary Schedule**

Up to 10 hours per week. Part-time position; non-exempt FLSA status.

Board Approved:

Resolution #