



21740 State Route 676, Marietta, Ohio 45750

High School  
Phone: 740.373.2766  
Fax: 740.376.2244  
Superintendent Fax: 740.373.9026  
www.thecareercenter.net

Adult Technical Training  
Phone: 740.373.6283  
Toll Free: 800.648.3695  
Fax: 740.376.2240  
www.mycareerschool.com

Inspiring and empowering all to dream, believe and achieve.

## POSITION NOTICE

### Practical Nursing Program Administrator

- QUALIFICATIONS:** A master's degree along with a Bachelor of Science in nursing required. Current, valid license as a registered nurse (RN) in Ohio. Minimum of 5 years related experience as an RN required. Minimum of 2 years teaching in an approved RN or LPN nursing program. Proficient verbal, written communication and computer skills. Demonstrates an understanding of teaching and learning. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.
- JOB DESCRIPTION:** The Practical Nursing Program Administrator is responsible for maintaining program compliance with the Ohio Board of Nursing, Ohio Department of Higher Education, and associated programmatic and/or institutional accreditors. The administrator is responsible to provide lead instruction in the PN program, oversee clinical site placement and activity, aid with supplies, curriculum, student information system requirements, and post-program placement. The administrator shall prepare curricula for all instructors in the program and ensure that the delivery is appropriate and in compliance with regulatory standards. Occasional evening hours are required.
- COMPENSATION:** Salary range \$36.60 - \$41.97 hourly based on qualifications and experience. Competitive benefit package. The contract year consists of 260 day/year, 7.5 hours/day.
- CONTACT:** Qualified, interested applicants should send a resume, cover letter, three letters of reference, and a copy of license/certification to: [applicant@thecareercenter.net](mailto:applicant@thecareercenter.net)
- Erica Chidester, Medical Programs Manager  
Washington County Career Center  
21740 State Route 676, Marietta, OH 45750  
(740) 373-2766 Ext. 2018

The Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation and gender identity), disability, age, religion, military status, ancestry, genetic information (collectively, "Protected Classes"), or any other legally protected category, in its programs and activities, including employment opportunities.