

## SCHOOL DISTRICT OF GADSDEN COUNTY

### JOB DESCRIPTION

#### NURSING PROGRAM COORDINATOR

**QUALIFICATIONS:**

- (1) Master's Degree from an accredited educational institution or a minimum of three (3) years experience in nursing.
- (2) Registered Nurse.
- (3) Florida nursing license.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of current trends in research in nursing, its applied technology and adult / community programs. Knowledge of federal, state and District rules, policies and laws related to nursing vocational and adult programs. Ability to manage budget, to organize and prioritize and to interact effectively with school, hospital and community personnel. Ability to read, interpret and enforce State Board rules, Code of Ethics, School Board policies and appropriate state and federal statutes. Ability to demonstrate effective skills of listening, speaking and writing. Ability to use effective interview techniques, supervision, problem-solving skills and public relations skills. Ability to administer student assessment and evaluation instruments. Ability to assist students and consult with hospital and school personnel in the resolution of problems in student learning. Ability to use group dynamic skills in the context of cultural diversity.

**REPORTS TO:**

Principal

<p><b>JOB GOAL</b></p>
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<p>To coordinate and facilitate nursing programs District-wide.</p>
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**SUPERVISES:**

Assigned Support Personnel

**PHYSICAL REQUIREMENTS:**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

**Job Description Supplement No. 04**

**NURSING PROGRAM COORDINATOR (Continued)****PERFORMANCE RESPONSIBILITIES:****Instructional Program Management / Development**

- \* (1) Monitor scope and sequence of curriculum offered at schools to ensure that student growth / achievement is continuous and appropriate for age group and subject program classification.
- \* (2) Assist in the systematic evaluation of the curriculum with teachers.
- \* (3) Assist the faculty in revising the curriculum in the areas needed.
- \* (4) Assist and encourage the faculty in preparing visual aides.
- \* (5) Assist in evaluating books for student and library use.
- \* (6) Assist in evaluating audio visuals and computer software for students and faculty.

**Personnel Action Services**

- \* (7) Supervise and evaluate Practical Nursing teachers in their teaching and clinical roles.
- \* (8) Assign teachers to class groups and to specific hospital assignments, if necessary.
- \* (9) Participate in training to continue improvement of professional knowledge and skills.
- \* (10) Interview candidates for positions at the school and make recommendations for employment, as required.
- \* (11) Assist in orientation of new teaching personnel.
- \* (12) Coordinate the staff development program at school site.
- \* (13) Provide input to the principal in the evaluation of instructional personnel.

**School Operations / Delivery Systems**

- \* (14) Coordinate master scheduling for students' clinical experiences.
- \* (15) Act as a liaison between administration, faculty and hospital personnel.
- \* (16) Assist in setting policies for the Practical Nursing Program.
- \* (17) Meet with the principal in preparing the budget and assisting in ordering equipment.

**Student Support Services**

- \* (18) Counsel with students in the Practical Nursing Program, as needed, because of absences, grades and clinical ability and advise the Principal of possible difficulties.
- \* (19) Consult with the principal concerning those students who have been recommended for withdrawal from the program.
- \* (20) Assist in evaluation and placement of the re-entry and transfer of students into the program and chair the Practical Nursing Faculty Academic Affairs Committee.
- \* (21) Assist teachers to ensure that individual student educational and developmental needs are addressed.

**Personal / Professional Employee Qualities**

- \* (22) Model and maintain high standards of professional conduct.
- \* (23) Consider different perspectives, alternative options and consequences of each in making decisions.
- \* (24) Use effective and positive interpersonal communication skills.
- \* (25) Complete all required reports and maintain all appropriate records.
- (26) Perform other duties as assigned.

**Leadership**

- \* (27) Provide leadership in the design, development, implementation, monitoring and evaluation of curriculum.
- \* (28) Assist in the building of teams to accomplish plans, goals and priorities.
- \* (29) Coordinate and attend facility meetings with other institutions whose students use the same facilities.
- \* (30) Coordinate communication involving the Practical Nursing Program, including reports from State Board of Nursing, SAC and Department of Education with assistance from the faculty.
- \* (31) Coordinate Advisory Committee meetings for the Practical Nursing department, preparation of the agendas and assignment of a secretary so that the minutes are taken.

**NURSING PROGRAM COORDINATOR** (Continued)

- \*(32) Perform the duties and responsibilities of department head as outlined in the Gadsden Technical Institute Handbook.

\*Essential Performance Responsibilities