

TITLE: Coordinator, Practical Nursing

QUALIFICATIONS:

1. Shall be currently licensed to practice as a registered professional nurse in Missouri
2. Should be active in professional nursing organizations
3. Shall have a Baccalaureate degree and/or educational preparation and experience in nursing to ensure competency in the position

JOB GOAL: The coordinator of the Practical Nursing Program is responsible to the director of vocational-technical education. The coordinator has the responsibility for planning and developing the Practical Nursing Program and curriculum and shall be responsible for their implementation. She/he shall consult with the state supervisor of Health Occupation, the executive secretary of the Missouri State Board of Nursing, and other qualified persons as necessary to ensure that the program meets the required standards of the profession. The coordinator, as a faculty member, shall confine her/his activities to the educational program and shall not be a part of nursing service.

PERFORMANCE RESPONSIBILITIES:

1. Makes recommendations to the director of vocational-technical education for the distribution of needed funds and is responsible for compiling the budget for Practical Nursing.
2. Coordinates the procedures outlined in the teachers' manual.
3. Reviews with staff members the programs and individual courses in their curricula, identifies courses in need of revision, and makes the assignments necessary to accomplish these revisions.
4. Coordinates all activities dealing with the procurement of instructional materials and texts and reference books, maintenance of equipment, housekeeping of classrooms, etc.
5. Maintains files of course outlines and lesson plans in the department.
6. Reviews the educational objectives of the vocational-technical school and this department with the instructors and decides how these objectives may be achieved. Evaluates the program annually.
7. Coordinates the team teaching schedules and makes reports to the director of the vocational-technical school.

8. Plans orientation activities for new faculty in consultation with the director of the vocational-technical school.
9. Coordinates recruitment activities; serves on the screening committee for the selection of students and follow-up information.
10. Supervises maintenance of a file for each student, compiles data for each student, and compiles data for permanent records.
11. Assists in recruitment and selection of new staff members for the nursing department.
12. Maintains equipment and supply inventories in the division and supervises purchases of supplies, equipment, and textbooks.
13. Coordinates clinical practice in the required clinical areas as specified in the minimum standards for accredited programs of Practical Nursing.
14. Assists in the placement of students at the time of graduation.

TERMS OF EMPLOYMENT: 239 days. Salary and work year to be established by the Board.

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

APPROVED BY: _____ DATE: _____

REVIEWED AND AGREED TO BY: _____ DATE: _____
(Incumbent)