Carrington College

**Job Description**

 **Job Title: Assistant Dean of Nursing**

**Department: Academic Affairs**

**Reports To: Dean of CurriculmCampus Director**

**Classification: FT Exempt**

The position is responsible for providing leadership for the development and effective management of the RN nursing program. The responsibilities include but are not limited to facilitating curriculum evaluation, revisions and development; participating in planning course development; support of the College Assessment Plan through program delivery; planning and evaluation of faculty development, and academic work to support student outcomes. These responsibilities are performed through the supervision of faculty and practicum coordinators. Participates in the development of analyses and reports on nursing program performance.

* Collaboratively develops plans for curricula for new programs, tracks and degrees, while assessing new and existing curricula for alignment with external standards and requirements.
* Develops and executes action plans to maintain program accreditation and improve student success in obtaining licensure.
* Responsible for report metrics on student achievement of learning outcomes as well as participating in assigned course development activity and provide review of related materials.
* Collaborate with internal resources to create a model for identifying, implementing and evaluating practicum sites for clinical placements.
* Assist with selection and orientation of faculty as requested, is responsible for assuring development of faculty orientation plans.
* Provides guidance to nursing program directors to ensure appropriate orientation and mentoring of new faculty.
* Attends various committee meetings in an ex-officio role and provides input for policy development that impacts nursing program outcomes.
* Provides input into the annual budget. Is accountable for assuring implementation and evaluation of individual faculty annual development funds. Monitors and reports faculty scholarship, outcomes, and related cost.
* Performs the functions of the national program dean in his/her absence.
* Completes other duties as assigned.

Critical features of this job are described under Essential Duties and Responsibilities. They may be, however, subject to change at any time due to reasonable accommodation or other reasons.

**Master of Science in nursing required**.

**Current unencumbered registered nurse license required, active in Idaho.**

**Three years teaching experience at undergraduate levels**.

**Experience in classroom and clinical teaching; demonstrated proficiency with student education and academic program regulations required.**

**Experience in higher education and/or healthcare administration required.**

**Experience with curriculum management**.

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