

# HAZLETON AREA SCHOOL DISTRICT

## Position Description

**POSITION TITLE:** Practical Nursing Program Coordinator

**DATE:**

January 26, 2017

**DEPARTMENT:** Practical Nursing (Adult Ed)

**REPORTS TO:**

Hazleton Area Career  
Center Director

**LOCATION:** Hazleton Area Career Center

### **POSITION GOAL:**

Provide leadership and effectively coordinate and supervise staff in the delivery of educational services in the PN program. Coordinate the development of the PN program and its policies and procedures under the provision of the Pennsylvania State Board of Nursing guidelines and in cooperation with the Hazleton Area Career Center Director.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Organize and direct the Practical Nursing Program, in compliance with guidelines established by the Pennsylvania State Board of Nursing.
2. Direct the faculty in policy formulation and development of the philosophy and objectives of the Practical Nursing Program.
3. Responsible for assisting in preparing an annual budget projection in accordance with the needs of the Program and submit to the Vocational Director.
4. Prepare the Pennsylvania State Board of Nursing annual online report via EPPICC Nurse and 3-year paper compliance report.
5. Prepare and submit the Middle States annual report.
6. Audit Program regularly to validate compliance with Middle States Standards.
7. Provide Program statistical data to the Pennsylvania Department of Education to include, but not limited to the following: PDE-4104 quarterly report, Integrated Postsecondary Education Data System (IPEDS) reporting, Career and Technical Education Information System (CATS), Pennsylvania Information Management Systems (PIMS) and CWDS reporting.
8. Prepare and submit the application for approval to participate in Federal Student Financial Aid Programs and Student Aid Internet Gateway (SAIG) (Gainful Employment, COD, G-5), to the US Department of Education.
9. Complete documentation for Carl D. Perkins Grant with subgroup agreement.
10. Participate as part of the interview team for faculty and secretarial positions within the nursing department.
11. Recruit and select students for the Practical Nursing Program.
12. Assist with theoretical instruction and clinical instruction/supervision as needed.
13. Guide the faculty toward total performance in the interest of the student, encouraging continuous development, proficiency, and insight for student performance.
14. Maintain accurate and complete records and provide for safe storage and access by authorized personnel.
15. Select and appoint an Occupational Advisory Committee.
16. Report on the Practical Nursing Program progress to members of the Occupational Advisory Committee at designated meetings or as deemed necessary.
17. Establish and maintain methods of evaluating students.
18. Develop and maintain methods of follow-up on graduates and employers of graduates.
19. Establish and maintain guidance and counseling programs for students.
20. Stay knowledgeable of current events and trends in nursing profession and nursing education.
21. Establish and maintain a good rapport with the District's affiliating agencies and the community.
22. Maintain an active participation in professional and nursing organizations.
23. Guide the student organization in decision making.
24. Assist the Practical Nursing Secretary with financial aid as needed.

- 25. Update curriculum/Systematic Evaluation plan according to the current NCLEX-PN test plan.
- 26. Regular attendance is essential function of this position.
- 27. Maintain standard operating procedures manual and submit needed revisions to supervisor on an annual basis at time of evaluation.
- 28. This Position Description does not express nor implies that these are the only duties to be performed by the incumbent in this position. The employee will be required to perform any other position-related duties requested by the supervisor(s).

**QUALIFICATIONS:**

To successfully perform this position, a person must be able to perform each essential duty satisfactorily. The qualification requirements listed below represent minimum levels of educational achievement, training, skill and/or ability necessary.

- 1. Graduate from an approved school of professional nursing.
- 2. RN License current in the state of Pennsylvania.
- 3. Master's Degree, preferably in nursing.
- 4. Experience in the areas of nursing, nursing education and educational administration.
- 5. Evidence of ability to provide leadership.
- 6. Good organization skills to balance and prioritize work.
- 7. Possess the ability to maintain congenial, positive and productive working relationships with staff, students and the community.
- 8. Good communication skills; able to follow written and oral instructions
- 9. Current Act 24 (82), Act 34, Act 114, Act 151, Act 168 clearances, pre-employment drug test and physical with TB test.
- 10. The person, while performing in this position, will be required to:
  - a. Use hands to finger, handle or feel objects, tools or controls, and to talk and hear;
  - b. Sit, stand, walk, and occasionally be required to stoop, kneel and crouch;
  - c. Have specific vision abilities, to include close vision, color vision, and the ability to adjust focus;
  - d. Subject to inside office environmental conditions with moderate noise level.

Possess effective judgment; communication, mathematical, planning and human relations skills; and will be required to work under periods of stress due to the level of position responsibility.

- 11. Proficient in technology that includes but is not limited to the use of word, excel, smart boards & Sims mannequins.

**TERMS OF EMPLOYMENT:**

- 1. 10 months; 7.5 hours per day; 13 additional days during the summer months.
- 2. Salary and benefits according to the agreement between the Board of School Directors and the Hazleton Area Education Association

**VERIFICATION:**

The undersigned have read and concur with the information contained in this position description.

Position Holder \_\_\_\_\_ Date \_\_\_\_\_

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Approved: \_\_\_\_\_ Date \_\_\_\_\_

The Hazleton Area School District is an equal opportunity employment, educational and service organization.