

ACADEMIC FACULTY, ASSOCIATE DEGREE NURSING COORDINATOR

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Vice-President of Instruction

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- Hold a master's degree in the teaching discipline;

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas

EXPERIENCE:

Actively employed in nursing for the past five (5) years, preferably in administration or teaching; At least three (3) years teaching in an associate degree nursing program; and at least three (3) years clinical experience in nursing.

OTHER:

Demonstrated knowledge, skills and abilities in administration within a professional nursing education program.

COORDINATOR DUTIES AND RESPONSIBILITIES

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), program coordinators:

- Oversee curriculum development in program, including the establishment, incorporation, and the reporting of program learning outcomes.
- Present curricular recommendations to division chairperson for consideration and approval by the curriculum and instruction committee.
- Coordinate the program's selection and adoption of textbooks and materials to support the respective learning outcomes of the program.
- Inform administration of matters affecting the welfare of students, faculty, and the institution.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 1/8/16

Revised: 1/22/16

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