



DAKOTA COUNTY
TECHNICAL COLLEGE

1300 145th Street East, Rosemount, MN 55068

1-27-10

Position	Practical Nursing Program Director/Instructor
Position Condition	Full-time, unlimited (Minnesota State College Faculty)
Application Deadline	Position Open Until Filled. Application review will begin February 22, 2010
Start/End Date	No later than August 11, 2010
Location	Dakota County Technical College Main Campus in Rosemount
Responsibilities	<p>The Practical Nursing Program seeks a Program Director/Instructor who is dedicated to excellence in teaching and graduating qualified nursing practitioners. This position reports to the Dean of Health and Human Services. The Program was most recently re-approved in Fall, 2008 by the Minnesota Board of Nursing.</p> <ul style="list-style-type: none"> • Teach assigned courses for the basic nursing curriculum in classroom, lab, and/or clinical settings. • Coordinate and assist the Dean in directing the Practical Nursing Program operations, to include: curriculum development, advising, recruitment, admissions, class/faculty scheduling, clinical site placements, and activities to meet program regulatory and accrediting agency requirements. • Assist the Dean in recommending, developing and implementing policies and procedures for the Nursing Program. • Assist the Dean with Nursing Program fiscal planning and oversight. • Assist and collaborate with the Dean in planning, implementing, and evaluating program outcomes to further the outcomes for the Program. • Engage in and promote communication, input, and decision-making for the Nursing Program. • Provide leadership on designated College committees and as a program representative and liaison to the community. • Respond to nursing student academic and clinical concerns.
Qualifications	<ul style="list-style-type: none"> • Master of Science degree in nursing, nursing administration, nursing education, public health nursing or a nursing clinical specialty. • Current MN RN license (or evidence of application for MN licensure by endorsement). • Two full-time years (or equivalent) of verified paid work experience as a registered nurse at the professional level. One year of this work experience shall be within the five years immediately preceding the date of application. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in Nursing within the last five years. • Ability to work with a diverse student body and diverse patient population. • Effective planning, organizational, and interpersonal skills.
Preferred Qualifications	<ul style="list-style-type: none"> • Previous teaching experience • Experience using contemporary teaching and student centered learning techniques, including a variety of delivery methods (online, web-supplemented/enhanced and simulation). • A diverse clinical background showing acute care, medical/surgical, maternal/newborn, and/or mental health nursing experience.
Notice	<i>In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
Salary	Commensurate with qualifications and experience
How to Apply	<p>Submit your online application and supporting information to: http://agency.governmentjobs.com/dctc/default.cfm</p> <p>A letter of application, current curriculum vitae, references, transcript copies, and copy of MN Nursing License (or application evidence) will be required as part of the application process.</p>

An Affirmative Action/Equal Opportunity Employer/Educator

This document can be made available in alternative format such as large print or Braille on request

TECHNICAL COLLEGE FACULTY POSITION DESCRIPTION

POSITION: Technical College Faculty

RESPONSIBLE TO: Dean/Vice President/President

DUTIES: The Technical College Faculty shall:

1. Comply with federal and state laws and Minnesota State Colleges and Universities rules and regulations and Dakota County Technical College policies and procedures.
2. Prepare and update curriculum regularly including content goals, performance objectives, and syllabi for courses in the area of responsibility.
3. Provide organized, structured, and sequenced instruction using the college lesson plan format for the program area of responsibility.
4. Evaluate student progress regularly, maintain accurate progress and attendance records, and provide written student referral reports as deemed necessary.
5. Coordinate program advisory committee activities and maintain accurate reports of minutes, recommendations, and suggestions.
6. Provide leadership in working with supervisory and administrative staff in job placement activities for students in the program area of responsibility.
7. Keep current with industry standards and practices while maintaining current valid vocational teaching license for program area of responsibility as specified by the Minnesota State Colleges and Universities.
8. Encourage and participate in the formation and maintenance of student organizations in the teaching field and program area of responsibility.
9. Coordinate and participate in regular program evaluation activities and make recommendations to the Dakota County Technical College administration for program improvement in his/her area of responsibility.
10. Provide input for program budget development, originate purchase requests, maintain accurate records, inventory supplies and equipment, and promote security for areas of responsibility.
11. Practice, teach, and incorporate accepted and mandated safety procedures into the curriculum.
12. Assist college administrators to establish positive public relations with trade associations, industry, parents, students, and the community.
13. Meet regularly with advisees and assist them with course schedule planning, monitor their academic progress, and refer them to appropriate campus resources when needed.
14. Meet regularly with prospective students, keep up-to-date with weekly enrollment management reports, make appropriate follow-up phone calls, and assist Student Services with registration.
15. Attend staff meetings, serve on college committees, and contribute to college efforts to publicize college services.
16. Provide for personal growth through professional reading, attendance at workshops, seminars, conferences, and courses, and participation in college staff development activities.
17. Maintain good housekeeping practices for program facility area of responsibility.
18. Perform other duties as assigned.