

Position Profile
Director of Nursing Programs

May 2018

Prepared by:
Summit Search Solutions, Inc.



About State College of Florida

Established in 1957, State College of Florida (SCF) is an integral part of the community and a vital resource for students and their families in Manatee, Sarasota and surrounding counties. SCF is the region's first and largest public college, serving 27,000 college credit students annually at campuses in Bradenton, Lakewood Ranch and Venice, and via online classes. Another 14,000 noncredit participants annually attend professional development and personal enrichment classes. SCF also offers a complete college experience that includes athletics, more than 40 student clubs and organizations, honors programs and student-centered academics.

Formerly known as Manatee Junior College/Manatee Community College, SCF has expanded its mission to include workforce baccalaureate degrees while continuing to focus on highly respected associate degrees that prepare graduates for university transfer and professional careers. SCF's flagship programs in health sciences are supported by state-of-the-art technology including patient simulators, electronic medical records, drug recognition system and medication-dispensing devices.

Consistent with the mission to provide quality learning to people of all ages through noncredit continuing education, community services and some credit-related activities, SCF's Corporate and Community Development Division offers year-round noncredit classes in workforce training, small business development, professional development, personal enrichment and driving safety through workshops, seminars, online classes and on-site training programs at area businesses.

Broadening the continuum of education, State College of Florida Collegiate School (SCFCS) opened in the fall of 2010. This tuition-free, sixth- through twelfth-grade public charter school is an innovative model influenced by the Swedish international school, which nurtures motivation and independence and ensures student success while guiding students toward higher education. Every year since its opening, the SCFCS has been graded an "A" school by the Florida Department of Education and the program has been recognized by US News & World Report with a bronze ranking for Best High Schools. SCFCS provides students with the opportunity to graduate simultaneously with a high school diploma and associate college degree.

The College is a member of the Association of Florida Colleges, the Southern Association of Colleges and Schools, the American Association of Community Colleges and the Florida Association of Colleges and Universities.

Nursing Programs

The Program for the Associate in Science in Nursing (ASN) combines course work on campus with guided clinical experiences in health care agencies. There are two methods for completion of this program: a basic approach for students who have no previous nursing course work, and a transition approach for the Licensed Practical Nurse.

The RN-BSN program at State College of Florida is designed for current Florida registered nurses who would like to obtain a Bachelor of Science in Nursing. This program incorporates prior nursing education and experience with nursing practice,



theory, concepts, and leadership skills. This program was developed in response to requests from local hospitals and healthcare providers. The program started in January 2010 and is available on both the Bradenton and Venice campuses. To provide additional access to education for working RN's, the program is also offered in an online format.

The nursing program at State College of Florida was recently ranked fourth out of 136 programs in the state by RegisteredNursing.org.

Both nursing programs are approved by the Florida Board of Nursing and accredited by the Accreditation Commission for Education in Nursing.

For more information about the nursing program at State College of Florida, click here: <http://scf.edu/Academics/Nursing/default.asp>

Location: Bradenton, Florida

The Opportunity

Reporting to the Dean of Nursing and Health Professions, the **Director of Nursing Programs** is the chief academic nurse administrator responsible for planning, organizing, staffing and supervising the college's nursing programs. The Director promotes instructional quality, organizational integrity and student success at the highest level, pursues continuing state of the art knowledge and professional development, and serves as a role model for the nursing programs. The Director commits to the mission of SCF and serves in a variety of other functions in support of the nursing program, the College, and the community.

Essential Duties/Responsibilities:

- Oversees the Associate degree and Baccalaureate degree nursing program pathways and their function under the auspices of the Nursing and Health Professions Division and the State College of Florida's mission, vision, core values, policies and procedures.
- Coordinates nursing program activities and delegates responsibilities to ASN and BSN Program Managers who direct faculty and support staff as appropriate.
- Creates, reviews, and maintains nursing program faculty handbook in coordination with ASN and BSN Program Managers.
- Serves as contact person/coordinator for nursing department(s) with regard to state, professional organizations, accrediting bodies, the community, and other external contacts.
- Represents nursing programs at local, regional, state, national and international levels, and collaborates with community partners.
- Prepares and administers the nursing budget, with approval of the Division Dean.
- Supports the ASN and BSN Program Managers in the development and evaluation of policies and standards for the selection, admission, progression, and graduation of nursing students.
- Develops and maintains student advising activities in coordination with the Office of Strategic Enrollment and ASN and BSN Program Managers and advisors.
- Assures provision of timely and accurate information regarding program requirements and other information needed for pre-nursing and nursing students.

- Works with ASN and BSN Program Managers, support staff, and/or nursing students to provide necessary documentation for professional licensure examination.
- Coordinates, with ASN and BSN Program Managers, the hiring, supervision, and evaluation of full-time and part-time nurse faculty and departmental support staff.
- Facilitates and coordinates Program Managers' activities and, through them, faculty activities related to academic policies, workload, personnel policies, faculty development and evaluation, and planning, assessment, and accreditation. Coaches and evaluates staff who report to the Director position.
- Promotes teaching excellence, professional development, and service to the college and community, remaining updated on current best practices in teaching/learning, current nursing accrediting body standards and college policies.
- Supervises and supports Program Managers in regard to nurse faculty development and maintenance of nursing program curricula to meet local, state, regional, and national health care and accreditation needs.
- Coordinates development and review of curriculum with Program Managers and nurse faculty as required to meet accrediting body standards.
- Performs other duties as assigned.

Qualifications:

- A Doctoral degree in Nursing or a related field from an accredited institution of higher education is required. If doctoral degree is in a related field, the master's degree must be in nursing.
- A minimum of five or more years of experience in a higher education setting is required, with a strong record of experience in teaching as well as in accreditation activities, and progressive advancement in administrative responsibilities.
- A minimum of three years of direct supervisory experience including responsibility for hiring, firing, performance management, training and coaching is strongly preferred.
- A current, valid license as a registered nurse in Florida or eligibility for licensure is required. Advanced practice nursing certification strongly preferred.

The Pride in Excellence Initiative

Pride in Excellence is SCF's initiative to create a culture of service excellence. All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding service excellence to students, the community, and fellow employees in accordance with Pride in Excellence standards as listed:

RESPECTFUL

- Act in a courteous manner
- Actively listen to gain full understanding
- Demonstrate awareness of "everything speaks"
- Show empathy and caring

RESPONSIVE

- Approach people in an inviting and pleasing manner
- Take ownership of actions and decisions
- Plan, anticipate, and be forward thinking

- Answer and return phone calls and emails
- Use proper communication etiquette
- Banish the phrase “not my job”
- Provide assistance to all inquiries and follow through

ACCURATE

- Do it right the first time
- Be knowledgeable of product and how it interfaces with others
- Ask probing questions
- Use resources effectively and efficiently

COLLABORATIVE

- Participate in teams
- Develop team skill sets
- Learn available resources to be responsive to your constituents
- Develop internal and/or external connections

Inquiries, Nominations and Applications

Confidential review of applications will begin immediately and continue through **June 29th, 2018**. Applications submitted after that date will be reviewed on an as-needed basis. Click here to apply and be sure to include your resume and cover letter:

<https://summitsearchsolutions.catsone.com/careers/index.php?m=portal&a=apply&jobOrderID=11010298&portalID=5652>

For nominations or further information:

Beth Baldino

Senior Consultant

Summit Search Solutions, Inc.

Direct: (828) 645-8967

bbaldino@summitsearchsolutions.com

Carrie Coward

President

Summit Search Solutions, Inc.

Direct: (828) 669-3850

ccoward@summitsearchsolutions.com

State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex (including pregnancy), race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information and sexual orientation in any of its educational programs, services or activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5599, PO Box 1849, Bradenton, FL 34206.

All college searches are subject to compliance with Florida’s Public Records Law and all documents submitted become the property of the college.



[Summit Search Solutions, Inc.](#) is a boutique executive search firm dedicated to serving education and nonprofit communities nationwide. Based in Asheville, NC, Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Oregon, Arizona, New York, and North Carolina.



Bradenton, Florida (Manatee and Sarasota Counties)

Bradenton, beautifully situated between the Gulf of Mexico and the Manatee River, is the county seat and largest city within **Manatee County**. The city enjoys an exceptional year-round climate and a low cost of living and the natural beauty of the surrounding area will delight outdoor enthusiasts. If you are interested in history, you can travel along Hernando DeSoto's original expedition route or learn more about the area's heritage at museums and historical parks. Along the shores of the mainland and barrier islands you can enjoy outdoor dining at its finest, go boating in crystal-clear waters, or surf the waves off Anna Maria Island while strolling along the piers for relaxing exercise. One can enjoy live theater, a vibrant arts district, ballet and concerts in this area. Cultural initiatives abound and are enthusiastically embraced by residents and visitors alike.

To learn more: <http://www.cityofbradenton.com/>, <http://www.realizebradenton.com/riverwalk>

Manatee County and its surrounding region are teaming with opportunities for the sports enthusiast. The Pittsburgh Pirates spring training is held in Bradenton, the Baltimore Orioles train in Sarasota and the Atlanta Braves will begin training in North Port, starting in 2019. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.

County-wide festivals are favorites among local residents and vacationers. The Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade are just some opportunities for the community to come together. <http://www.manateechamber.com/>

Sarasota is a cultural hub! True to Florida, downtown Sarasota is within eyeshot of a beautiful bay front, with sunsets and sailboats to the west and a bustling downtown to the east. Downtown Sarasota delights



its visitors, the wider Sarasota community, and its chic downtown housing residents with its accessibility and charm. Foodies and downtown office workers alike choose from barbeque, Vietnamese, Italian, French, Mexican, vegan, sports bars, seafood, and cafés for their dining options. Those seeking entertainment find seats at one of several live theaters, cinemas, or music venues and the shopping options are seemingly limitless. The city of Sarasota really has it all: an eccentric arts center, a traditional performance venue, a flourishing business and finance network, extensive shopping options, and a vibrant night-life scene. <http://www.sarasotachamber.com/>