

Position Profile
Director of Nursing Programs

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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 11,000 college credit students annually at campuses in Bradenton, Lakewood Ranch, Venice, and via online classes. Another 14,000 participants annually attend professional development and personal enrichment classes.



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 offers a complete college experience that includes athletics, more than 40 student clubs and organizations, honors programs, and student-centered academics. 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, ensuring 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. An additional campus, SCFCS-Venice, is currently recruiting juniors for the fall of 2020 and will ultimately serve as a full 9th – 12th high school.

State College of Florida is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate and baccalaureate degrees. The College is a member of the Association of Florida Colleges, the American Association of Community Colleges and the Florida Association of Colleges and Universities.

Location: Bradenton, Florida

NURSING PROGRAMS

State College of Florida's Nursing Programs are offered through The Nursing and Health Professions Division, which also includes dental hygiene, occupational therapy assistant, physical therapist assistant, and radiography programs.

Nursing programs consist of:

- The **Associate in Science in Nursing (ASN)**, which combines course work on campus with guided clinical experiences in health care agencies in both Manatee and Sarasota counties. There are two methods for completion of the program, the [basic approach for students](#) who have no previous nursing course work, and the [transition approach](#) for the Licensed Practical Nurse. Graduate Success on Licensure (NCLEX-RN) Exams exceed Florida and national averages, and for the last three academic years, [98-100% of students reported they were employed in nursing positions within 12 months of licensure](#). See here for more information on [program outcomes](#).
- The Bachelor of Science in Nursing (**B.S.N.**) program, which has been developed in response to requests from local hospitals and healthcare providers. The program started in January 2010, on both the Bradenton and Venice campuses, and provides current registered nurses (RN) with the opportunity to obtain a B.S.N. To provide additional access to education for working RN's, approval to offer the RN-BSN program in an online format was secured and coursework began in the 2011-12 academic year – this program has been [ranked #1 of its kind](#) in the state of Florida. [Program outcomes](#) associated with the BSN are also very strong, including 100% of employers reporting satisfaction with the program for the last three years.

The Medical Technology & Simulation Center at SCF Lakewood Ranch opened for Fall 2010 classes. The two-story, 42,000 sq. ft. building houses nursing, other health professions, education, and SCF's new Energy Technology Management Program. Important features in this building include the nursing skills lab, nursing assessment lab, and Intensive Care Unit lab with state-of-the-art technology, including patient simulators, electronic medical records, drug recognition system, and medication-dispensing devices.

SCF's nursing programs, Baccalaureate and Associate degree level, are approved by the Florida Board of Nursing and accredited by the Accreditation Commission for Education in Nursing, 3343 Peachtree Road NE, Suite 850, Atlanta, Georgia 30326. More information on SCF's nursing programs can be found [here](#).



THE OPPORTUNITY

The Director of Nursing Programs, who reports to the Dean of Nursing and Health Professions, 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; 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:

- Oversee 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.
- Coordinate nursing program activities and delegate responsibilities to ASN and BSN chairs who direct faculty and support staff as appropriate.
- Create, review, and maintain nursing program faculty handbook in coordination with ASN and BSN chairs.
- Serve as contact person/coordinator for nursing department(s) with regard to state, professional organizations, accrediting bodies, the community, and other external contacts.
- Represent nursing programs at local, regional, state, national and international levels, and collaborate with community partners.
- Prepare and administer the nursing budget, with approval of the Division Dean.
- Support the ASN and BSN chairs in the development and evaluation of policies and standards for the selection, admission, progression, and graduation of nursing students.
- Develop and maintain student advising activities in coordination with the ASN and BSN chairs, and academic advisors.
- Assure provision of timely and accurate information regarding program requirements and other information needed for pre-nursing and nursing students.
- Work with ASN and BSN chairs, support staff, and/or nursing students to provide the necessary documentation for professional licensure examination.
- Coordinate with ASN and BSN chairs, the hiring, supervision, and evaluation of full-time and part-time nurse faculty and departmental support staff.
- Facilitate and coordinate chair activities and, through them, faculty activities related to academic policies, workload, personnel policies, faculty development and evaluation, and planning, assessment, and accreditation. Coach and evaluate faculty and staff who report to the director position.
- Promote 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.
- Supervise and support ASN and BSN chairs in regard to nurse faculty development and maintenance of nursing program curricula to meet local, state, regional, and national health care and accreditation needs.
- Coordinate development and review of curriculum with ASN and BSN chairs and nurse faculty as required to meet accrediting body standards.
- Perform 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 (5) years of experience in a higher education setting as a senior faculty member, Program Manager, Director, Chair, or equivalent is required. Experience with accreditation activities and administrative responsibilities as a Chief Academic Nurse Administrator or equivalent preferred.
- Direct supervisory experience, including responsibility for hiring, firing, performance management, training, and coaching, is strongly preferred.
- Ability to read, write, and understand complex business reports and spreadsheets and business correspondence. Ability to effectively present information in group settings, and to respond to the general public, colleagues, and students. Strong written and oral communication skills required.
- Knowledge of mathematical concepts such as probability and statistical inference to ensure a thorough understanding of the various research methodologies and implications of the educational studies relevant to fulfill the essential duties and responsibilities of the job.
- Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.
- Knowledge of word processing, spreadsheet, Internet, email, and presentation software. Learning management system expertise is required.
- A current, valid license as a registered nurse in Florida or eligibility for licensure required.





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

Please follow this link to submit a confidential application and be sure to include your resume and cover letter:
<https://theapplicantmanager.com/jobs?pos=su203>

For more information or to offer recommendations or nominations:

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State College of Florida, Manatee-Sarasota does not discriminate on the basis of sex, pregnancy, race, religion, age, national origin/ethnicity, color, marital status, disability, genetic information or sexual orientation in any of its educational programs, services and activities, including admission and employment. Direct inquiries regarding nondiscrimination policies to: Equity Officer, 941-752-5323, 5840 26th St. W., Bradenton, FL 34207

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. Summit has a team of experienced recruiting consultants in strategic locations across the country including California, Kansas, New York, North Carolina, and Oregon.





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BRADENTON & SARASOTA

Bradenton, perfectly 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. 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. Cultural initiatives abound: live theater, a vibrant arts district, as well as ballet and concerts, are also on offer.



Manatee County and the surrounding region are teeming 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 spring training is held in North Port. The Tampa Bay Buccaneers, Tampa Bay Lightning, and Tampa Bay Rays are all located a short distance away.



County-wide festivals, including the Manatee County Fair, Cortez Seafood Festival, and the Hernando DeSoto Historical Parade, provide fun-filled opportunities for the community to come together.

Sarasota is a cultural hub, featuring sunsets, sailboats, a beautiful bay to the west, and a bustling downtown to the east. Sarasota delights visitors, the wider regional community, and its chic downtown residents with its accessibility and charm. Foodies and downtown office workers alike choose from BBQ, 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.cityofbradenton.com>

<http://www.realizebradenton.com/riverwalk>

<http://www.sarasotachamber.com>

<http://www.manatee-chamber.com/living-and-working-in-manatee-county.aspx>