

SUPERVISOR OF PRACTICAL NURSING PROGRAM

Code No. 3-08-223

COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a professional administrative position in the Adult and Occupational Education department of the Rochester City School District. The incumbent administers the Rochester School of Practical Nursing including determining the direction, form and content of the school. Work involves regular communication with City School District administrative and instructional staff, guidance and placement staff, and health care agencies to determine needs and develop and set goals. Work is performed in compliance with the Commissioner's Regulations for Registration of Nursing Programs in New York State. General supervision is exercised over a Nursing and clerical staff. The Supervisor reports directly to and works under general supervision from the Director of Adult Occupational Education.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed)

Plans, coordinates, supervises and evaluates the instructional program in Practical Nursing;

Supervises and evaluates the program's instructional and clerical staff;

Recruit, interview, and process applicants to the Rochester School of Practical Nursing;

Maintains current and graduate student records;

Serves as liaison to facilitate the articulation of BOCES #1 (Board of Cooperative Educational Services) and City School District secondary practical nursing students with the Rochester School of Practical Nursing;

Prepares annual budget, supervise expenditures, and maintains control of all appropriations and revenues for the School;

Provides counseling services to applicants, current students and program graduates;

Prepares communications with the New York State Department of Nursing Education, the Executive Secretary of the State Board for Nursing, and the Nursing Unit of the New York State Licensing Services;

Maintains appropriate clinical affiliations with community health care agencies;

Participates in nursing organizations (e.g. New York State Nurses Association, National League of Nursing, Council of Practical Nursing Programs in New York State).

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of community health care facilities and agencies;

good knowledge of the educational requirements and curriculum for a practical nursing program; good knowledge of the Commissioner's regulations for Registration of Nursing programs; good knowledge of instructional media and lesson planning as related to practical nursing; good knowledge of current nursing practice; good knowledge of the principles of supervision; good knowledge of school organization and administration as related to adult and occupational education; ability to plan, coordinate, supervise and evaluate the instructional educational program in Practical Nursing; ability to supervise and evaluate students and staff; ability to communicate effectively both orally and in writing; ability to create and monitor program budgets; ability to serve as a professional liaison between the Rochester City School District and community and state health organizations; ability to counsel applicants and students; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Nursing and a Masters's degree in an educational or health related field, plus five (5) years full-time paid or its part-time equivalent experience in teaching or administration related to nursing programs.

SPECIAL REQUIREMENT: Possession of a New York State license as a Registered Professional Nurse at the time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: January 10, 1991

REVISED: March 14, 1991