**POSITION ANNOUNCEMENT**

**POSITION:** Associate Dean of Nursing - CNA and PCT

**POSITION DESCRIPTION:** Under supervision of the Dean of Nursing, this position is responsible for the development, implementation, expansion, and continued monitoring of the Certified Nursing Assistant (CNA) and Patient Care Technician (PCT) offerings at Chattahoochee Technical College, both credit-bearing and non-credit. This includes all offerings on Chattahoochee campuses, at secondary partner sites, and/or at industry partner sites. This includes lesson plans, classroom instructor and clinical audits, monitoring supplies and equipment, preparing and maintaining all documentation and student records, and maintaining status and requirements for state credentialing. This position requires periodic visitation to all locations where the Nurse Assistant and Patient Care courses are administered, including clinical sites.

**MAJOR DUTIES:**

**CERTIFIED NURSING ASSISTANT DUAL ENROLLMENT PROGRAM**

* Participates in initial meetings with High School administrators and counselors to arrange for establishment of the college’s Certified Nursing Assistant program at their schools or at one of the college’s campuses
* Provides the High School with a college contact representative
* Inspects the high schools’ facilities for compliance with the standards set by the Georgia Department of Community Health, the governing agency of the Certified Nursing Assistant programs in Georgia.
* Ensures instructor’s credentials will satisfy the college standards and the state governing agency.
* Provides a pathway for High School‘s instructor’s employment as an adjunct instructors with the college.
* Provides continued training for Certified Nursing Assistant program specifics, such as the Georgia Department of Community Health policies and procedures to maintain compliance in the classroom, lab, and clinical settings.
* Monitors established Dual Enrollment programs through instructor, classroom, lab, and clinical audits at least monthly or as required by the state governing agency.
* Demonstrates knowledge of high school level health pathway curriculum.

**COURSE DEVELOPMENT AND ASSESSMENT**

* Demonstrates knowledge of curricula and subject matter for each course within the Allied Health Science (ALHS) department, including Certified Nursing Assistant (CNA) and any advanced CNA program such as Patient Care Technician (PCT).
* Develop course outlines, goals, and objectives, follows established curricula to develop lesson plans, syllabi, goals, and objectives.
* Selects and obtains appropriate educational materials for courses.
* Writes lesson plans that meet the needs of a variety of learning styles, such as auditory, visual, and kinesthetic.
* Evaluates students’ progress in attaining goals and objectives by establishing criteria and tests in order to measure each student’s progress.
* Develops and Assess Student Learning Outcomes (SLO), prepares and submits reports associated with SLO’s
* Develops and Assess General Education Learning Outcomes, prepares and submits reports associated with General Education Learning Outcomes.
* Works with program faculty in the curriculum process; recommends changes to the Dean of Health Sciences.
* Assess and reports annual program outcomes as required by the college and programmatic accrediting agencies.
* Ensures that instruction meets the standards to facilitate students passing National licensure and/or certification tests.
* Develop and implement a work ethics plan to encourage and instill good work habits.
* Participates in TCSG IFCC Curriculum Development process.

**LEADERSHIP AND SUPERVISION:**

* Demonstrates leadership qualities such as commitment to education, trustworthiness, responsible behavior, eagerness to learn, invokes an optimistic approach to challenges, and exhibits positive work ethics.
* Follows Positive Discipline process when needed.
* Evaluates effectiveness of all program instruction to meet programmatic accreditation standards.
* Supervises and provides ancillary support to faculty as needed; observes and documents effectiveness of full-time and adjunct faculty, and reviews quarterly course evaluations by students.
* Participates in the hiring process for full-time and adjunct program faculty.
* Serves as mentor for all program faculty.
* Ensures that all records and reports students’ grades accurately and by deadline.
* Evaluates effectiveness of program adjunct faculty and make recommendations for continued employment.
* Maintains and utilizes department budget in an expeditious manner.

**PROGRAM MANAGEMENT:**

* Understands principals and standards of Programmatic Accreditation and/or State Board Regulations.
* Prepares and submits all documents required for Programmatic Accreditation and/or State Board approvals.
* Participates in Programmatic Accreditation activities and development opportunities.
* Ensures that the program meets Programmatic Accreditation benchmarks such as retention and licensure/certification pass rates.
* Assures the program has sufficient clinical education affiliates to support the program and student learning.
* Assess and ensure the quality of clinical education.
* Participates in advisory committee meetings.
* Recruits appropriate advisory committee members.

**STUDENT SUCCESS:**

* Makes recommendations to faculty to communicate students’ progress to students and discusses appropriate changes to improve performance as needed.
* Researches printed materials, textbooks, and electronic programs to better deliver coursework. Orders textbooks and supplies that are consistent with the prescribed curriculum and outcomes.
* Advises program students. Instructs faculty of advisement duties and monitors results.
* Monitors full-time faculty for appropriate office hours for student consultation and advisement.
* Ensures that faculty refers students that need further pathway advisement to the health science advisors.
* Ensures that faculty refers students having difficulty coping with classes and/or school/family issues to Health Science Counselor.
* Ensures compatibility with other program areas where applicable.
* Prepares scheduling for courses according to the needs of the students, considering appropriate faculty loads.
* Participates in program enrollment processes, including advisement and registration.
* Travels between all applicable college campuses, and Dual Enrollment campuses participating in the Certified Nursing Assistant program, to facilitate student and faculty needs, including student advisement and faculty audits.
* Participates in college recruitment activities.
* Develops and hosts program specific recruitment activities.

**KNOWLEDGE REQUIRED:**

* Knowledge of pedagogical practice and theory.
* Knowledge of the mission of postsecondary vocational/technical education.
* Computer skills in word processing, database, spreadsheet, presentation applications.
* Problem solving/critical thinking skills.
* Written and verbal communication skills.
* Research skills.
* Knowledge of federal, state, and local health guidelines.
* Skill to work cooperatively with students, faculty, and staff.
* Strategic and Tactical Planning; make timely decisions.
* Organizational Skills.

**MINIMUM QUALIFICATIONS:**

* Must be an RN with a current valid Georgia license and in good standing with the GA Board of Nursing. License cannot have the following status codes – probation, suspended, expired, lapsed, inactive, pending, renewal pending, revoked or surrendered.
* Must have a minimum of an earned BSN from an accredited college or university
* Two (2) years of nursing experience as an RN. At least one year of experience as an RN must be in a long-term care facility (nursing home).
* Familiarity with the clinical responsibilities, agreements, and requirements of Nurse Assistants
* Have the Train-the-Trainer workshop attendance certificate from Alliant Health Solutions
* American Heart Association certification as a BLS Healthcare Instructor
* One year’s experience teaching CNA, credit and/or non-credit
* Must travel to campus and high school locations where program faculty are located and courses are offered

**PREFERRED QUALIFICATIONS**:(In addition to the minimum qualifications)

* Have an earned MSN from an accredited college or university
* Five (5) or more years of nursing experience in hospitals and/or long-term care facility (nursing home)
* Supervisory/Director experience including scheduling, training, and evaluating employees as well as coordinating with facility approvers/regulators and standards.
* At least three (3) to Five (5) or more years teaching experience in credit-based nursing educational programs (ASN, PN, CNA).

**SALARY/BENEFITS:** $79,550.00 annual salary. Benefits include: paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that all Chattahoochee Technical College employees are paid by DIRECT DEPOSIT unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**APPLICATION PROCEDURE:** Apply Online Only @ <https://www.chattahoocheetech.edu/jobs-at-ctc/>For a complete file, fill out an online application, upload cover letter, resume, and unofficial transcripts and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted.

**RESPONSE DEADLINE:** Open until filled

**ANTICIPATED EMPLOYMENT DATE:** September 2025

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7CBethAnne.Hughes%40chattahoocheetech.edu%7C9d99b3df4a9843e17ab508d8eefec7d7%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522125338218860%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=IHMIFsovIqOMXV0o%2FIr%2FARgCJVku%2B9ZUListmfZHv8I%3D&reserved=0)).

Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College.

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia.***