



**ADULT SCHOOL**  
**CERTIFIED NURSE ASSISTANT PROGRAM DIRECTOR**

Board Adoption Date: 08/21/24

**BRIEF DESCRIPTION OF POSITION**

The Certified Nurse Assistant (CNA) Program Director will provide the leadership and drive required to support and enhance the mission of the CNA Program. The Program Director is directly responsible for all aspects of the program, including the organization, administration, continuous review, planning, development, and general effectiveness of the program. The Program Director is accountable for students' attainment of education goals and objectives, as well as ensuring program compliance with all regulatory agencies and accrediting bodies. The Program Director provides instructional leadership to staff including, but not limited to, curriculum planning, review and implementation, and professional development.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

**Program Oversight - Leadership Responsibilities:**

- Coordinate and supervise all activities within program.
- Coordinate program staff meetings monthly and participate in the annual advisory committee meeting.
- Communicate regularly with program staff, CTE Coordinator, and Adult Ed administrators.
- Establish and maintain effective working relationships with staff and administrators.
- Be responsible for the overall achievement, welfare, and conduct of students within the program.
- Model professional standards of behavior, ethics, communication, and teamwork.
- Additional duties as required to maintain program's California Department of Public Health (CDPH) approval and compliance with CNA Training Program State & Federal Regulations - CA Title 22 and Federal Title 42. (<https://www.cdph.ca.gov/Programs/CHCQ/LCP/Pages/TPRU.aspx>).

**Program Oversight - Administrative Responsibilities:**

- Must ensure 100% program compliance with all standards and guidelines set forth by state and national accrediting bodies and regulatory agencies (CDPH, Federal Title 22, WASC, CDE).
- Maintain student records and conduct regular placement follow up after graduation.
- Maintain and update program documentation as required.
- Must complete and submit course records and reports in a timely manner, meeting all required deadlines.
- Ensure all publications and advertising, electronic and hard copy, are accurate and updated.

**Program Oversight – Instructional Support:**

- Lead staff toward instructional improvement and mentor as needed to improve instruction.
- Be committed to student-centered teaching and learning strategies.
- Pursue professional development opportunities in education and nursing regularly.
- Keep abreast of current industry practices, technology, and training methods.
- Substitute for program staff when needed:
- Provide quality instruction based on CDPH approved course outline and training schedule.
  - Follow current course curriculum, syllabi and lesson plans, develop and modify as necessary.
  - Prepare lecture material, lab activities, student resources, and assessments (formative and summative) to meet curriculum guidelines.\
  - Monitor, evaluate, and report student progress and attendance (online/electronically).

### **Program Oversight – Clinical Externship Coordinator:**

- Communicate regularly with clinical externship sites, maintain current clinical externship sites, affiliation agreements, and required documentation, and develop new sites as required.
- Coordinate and ensure timely placement of students at clinical externship sites, conduct orientations, and provide students with necessary documentation and information for sites.
- Monitor, evaluate, and report student progress and attendance.
- Conduct regular site visits and support CNA Instructor as needed on site during clinical externship.
- Follow current course curriculum, syllabi and lesson plans, develop and modify as needed.
- Communicate regularly with program staff, CTE Coordinator, and Adult Ed administrators.
- Assist with didactic and laboratory instruction (student-centered teaching) as needed.
- Attend CTE Program meetings as scheduled.

### **KNOWLEDGE AND ABILITIES**

Knowledge of:

- Be committed to student success, establish a supportive and safe learning environment, have excellent people skills and the ability to communicate effectively.

Ability to:

- Ability to use a computer to communicate via email, correspond with students, learn and use various software and learning management systems (Canvas), and work with Google and Microsoft documents and a willingness to improve digital literacy skills.

### **REQUIREMENTS**

#### **EDUCATION:**

- A high school diploma or equivalent (required)
- Bachelor's degree (preferred)
- Completion of a 24-hour course in "Planning, Implementing and Evaluating Educational Programs in Nursing" satisfies this requirement **OR**
- Completion of a course approved by the Board of Registered Nursing (BRN) or by an accredited educational institution satisfies this requirement. **OR**
- A BRN continuing education course certificate used to meet this requirement must comply with the requirements found in 16 CCR, §1450 et seq. (required)

#### **EXPERIENCE:**

- Three (3) years of nursing experience as an RN or LVN (required)
- One (1) of the two years must be verifiable experience as a licensed nurse providing care and services to chronically ill or elderly patients in an acute care hospital, skilled nursing facility, intermediate care facility, home care, hospice care, or other long-term care setting.

#### **CERTIFICATES/ CREDENTIALS LICENSES:**

- Designated Subjects Vocational Education Teaching, Designated Subjects Career Technical Education (DS CTE) Teaching Credential **OR**
- Be eligible to obtain a Designated Subjects Career Technical Education Teaching Credential in the appropriate subject matter area (this requires a minimum of three (3) years of full-time recent work experience and or a combination of recent work experience and education) and possess a current license/certificate, as applicable, in the State of California.

(required)

- Valid California RN License (required)
- Valid California Driver's License (required)
- Prior to employment, applicant must submit form CDPH-279 and be approved by the CDPH as Program Director of Nursing Assistant Program for Oxnard Adult School. (required)

**SALARY:** Certificated Adult Education Teacher Salary Schedule

**DESIRABLE:** Bilingual (English/Spanish) (preferred)

**PHYSICAL CHARACTERISTICS:** Hearing and speaking to exchange information and make presentations; dexterity of hands and fingers to operate a computer keyboard; driving a vehicle to conduct work; seeing to conduct inspection of data; some lifting, carrying, pushing and/or pulling; some climbing, balancing, stooping, kneeling, and crouching; and significant dexterity of hands and fingers to operate a variety of medical devices and equipment. Ability to lift 50lbs. Generally, the job requires 40 percent sitting, 20 percent walking, and 40 percent standing.