

DIRECTOR OF PRACTICAL NURSING

PROGRAM: Practical Nursing (Adult/Post-Secondary)

START DATE: Immediately

POSITION DESCRIPTION:

The Career Technology Center of Lackawanna County is seeking a Director of Practical Nursing to lead its Practical Nursing Program, which is approved by the Pennsylvania State Board of Nursing and accredited by the Accreditation Commission for Education in Nursing (ACEN). The Director reports to the Director of Career & Technical Education, serves as the program's nurse administrator, and is responsible for the efficient operation, educational quality, and regulatory compliance of the program. This is an administrative position covered under the Act 93 agreement.

Primary responsibilities include:

- Recruiting, supervising, evaluating, and developing Practical Nursing faculty and staff
- Preparing faculty schedules, teaching assignments, and clinical rotations
- Overseeing student recruitment, admissions, retention, and records (FERPA)
- Ensuring compliance with PA State Board of Nursing regulations and ACEN standards
 - Leading ACEN accreditation activities, including self-study and site visits
 - Preparing and submitting required reports to regulatory and accrediting agencies
- Monitoring NCLEX-PN pass rates, completion, and job placement outcomes
- Leading curriculum development and revision aligned with the current NCLEX-PN test plan
- Securing and maintaining clinical affiliation agreements with area health care agencies
- Overseeing the skills and simulation lab and instructional resources
- Preparing and managing the annual program budget
- Collaborating with the Financial Aid Officer and Business Office on Title IV compliance

The Director will also chair the Practical Nursing Faculty, Admission, Occupational Advisory, Faculty Review, and Accreditation Self-Study Committees, participate in the CTCLC Administrative Team, and teach or cover classes as needed.

QUALIFICATIONS & REQUIREMENTS:

- Current, unrestricted Pennsylvania Registered (Professional) Nurse License
- Master's Degree in Nursing required (Administration or Education focus preferred)
- Minimum of five (5) years of experience in nursing education, preferably in a Practical Nursing program
- Experience in clinical nursing practice and in educational administration or leadership
- Credentials must be acceptable to, and approved by, the Pennsylvania State Board of Nursing
- ACEN accreditation experience, NCLEX-PN preparation experience, and Certified Nurse Educator (CNE) credential preferred
- Strong leadership, communication, organizational, and computer skills
- Current clearances: Act 24, Act 34 (PA Criminal History), Act 114 (FBI), and Act 151 (Child Abuse), all dated within the past year and Act 168 Disclosure Releases
- Must pass a pre-employment drug screening

SALARY & BENEFITS:

Salary commensurate with education and experience and determined according to the Act 93 Administrative Compensation Plan. Benefits include employer paid family health insurance, term life insurance, long-term disability insurance, and PSERS retirement plan.

APPLICATION PROCEDURE:

Interested candidates should submit the following: Standard application (available on website at www.ctclc.edu, under "Employment", or click link: [CTCLC Employment](#), Letter of interest, Resume, copy of PA RN License, and official transcripts.

Send to: Director, Career Technology Center of Lackawanna County – 3201 Rockwell Avenue Scranton, PA 18508-1491, Phone: (570) 346-8471 Ext. 103 or Email: tcerep@ctclc.edu

Applications will be reviewed immediately and will continue until the position is filled.

EQUITY STATEMENT

The Career Technology Center of Lackawanna County will not discriminate in their educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry, or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI, of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and compliance with Title VI, Title IX, and Section 504 may be obtained by contacting Dominick Carachilo, Civil Rights Compliance Officer, at Career Technology Center of Lackawanna County, 3201 Rockwell Ave., Scranton, PA 18508. (570) 346-8471 EXT 134, dcarachilo@ctclc.edu.