



Position Title: Assistant Director of Nursing (ADON)
Reports To: Director of Nursing (DON) & Campus Deans
Classification: Exempt
WC Code: 8869
Position Type: Third Level Administrator

Major Responsibilities: The major responsibility of the Assistant Director is to help the director in the proper functioning and evaluation of the ADN program and to support the Director with active involvement as a leader in developing, coordinating and supervising all aspects of the program.

Specific duties and responsibilities:

1. Reads, understands and complies with the University's mission, the catalog, the University's policies and procedures, the Faculty and Student Handbook and the institutional effectiveness process.
2. Responds to communications (e-mail/voice mail on a daily basis)
3. Assists the director in overseeing and guiding the program.
4. Assists the DON in the development of the admission, retention, and progression criteria.
5. Interviews and screens students and faculty for the campus assigned.
6. Ensures that all students receive their required hours of instruction, skills lab and clinical practices.
7. Evaluates and tracks all nursing students registered in prerequisite courses.
8. Verifies and signs nursing faculty hours to make sure they follow the assigned schedule and reports them to Payroll Office.
9. Ensure the proper maintenance of program's records and documents: faculty folders, students' folders and other reports.
10. Provides academic advising to RN students.
11. Assist the director to complete all documentation and reports required by the Board of Nursing.
12. Completes all annual campus license reports/surveys.
13. Plans Kaplan courses/evaluations dates with the theory and clinical coordinator.
14. Reviews data obtained from the evaluations to promote program and instructional improvement. And make recommendations.
15. Provides faculty orientation (lecture and clinical instructors)

16. Observes faculty to evaluate the effectiveness of instruction at least twice a year or as needed.
17. Assist DON on the weekly visit to the clinical sites to ensure that the clinical schedules are followed, including holidays and weekends.
18. Supervises the assistant administrator for the assigned campus.
19. Ensures that all nursing related issues in the assigned campus are addressed in a professional and ethical manner with a resolution and reports to the DON.
20. Attends/participates in all nursing meetings and administrative meetings.
21. Attends/participates in affiliation institution meetings.
22. Develop clinical assignments in healthcare organizations.
23. Prepares orientation, graduation, pinning ceremony, and nursing events in assigned campus.
24. Participate in the self-studies and committees conducted by the University.
25. Support and participate in University Commencement Ceremonies.
26. Performs any special project assigned by the President or supervisor.
27. Perform other duties as assigned