



People are the core of Otsego Northern Catskills BOCES. We believe in the well-being and happiness of our employees and take pride in taking care of our team members by providing exceptional benefits that support their overall quality of life. We know that employees that are happy and healthy help us to provide world-class opportunities for our students and districts.



Providing leadership and support systems through teamwork with component districts to enhance student outcomes and lifelong learning.

Practical Nursing Coordinator

As a visionary educational leader, the Practical Nursing Coordinator will play a pivotal role in shaping the future of nursing students in our region. This position offers a unique opportunity to lead the nursing program while teaching students the skills needed to succeed in a nursing program. The selected candidate will foster an environment that promotes academic excellence, student growth, and community engagement.

The successful candidate will be a strategic thinker, collaborator, and advocate for innovation, committed to ensuring our students receive world-class opportunities to enhance student outcomes and lifelong learning.

Qualified candidates will meet the following requirements:

Comprehensive knowledge of professional nursing techniques and relation to medical surgical practices

Active and current NYS Registered Nursing License with two (2) years of experience

Current Health Professional CPR certification

Bachelor of Science in Nursing

Must Obtain NYS Adult Education certification and fingerprinting clearance

Minimum of one (1) year of caring for the elderly and/or chronically ill

Required immunizations for the hospital setting

Valid Driver's License

Salary: \$70,000—\$80,000

12-Month Position

For more information, please contact:
humanresources@oncboces.org

www.oncboces.org/jobs

The Board of Cooperative Educational Services of the Sole Supervisory District of Otsego, Delaware, Schoharie and Greene Counties does not discriminate on the basis of race, creed, color, national origin, sex, sexual orientation, gender identity, religion, ethnicity, pregnancy, family status, age, marital status, genetic predisposition, military status, domestic violence victim status, disability and any other class protected by state or federal law in the educational programs or activities which it operates, including, but not limited to, access to facilities in accordance with the Boy Scouts of America Equal Access Act of 2001, 20 U.S.C. 7905, which requires equal access for the Boy Scouts of America and other designated youth groups to meet at public schools.

Reports to: Work Based Learning and Adult Education Coordinator

Essential Duties and Responsibilities: The following list is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time, with or without notice. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Primary Responsibilities:

1. Provide leadership in managing and implementing a comprehensive postsecondary adult vocational nursing program
2. Assure compliance with programmatic accreditation and/or licensure, internal consistency, and graduate outcomes that meet workplace and placement expectations
3. Assists with budget preparation and fiscal administration, curriculum development and coordination
4. Handbook development and selection/coordination of program-specific external clinical facilities and instruction
5. Creating and maintaining class and clinical schedules
6. Provides classroom based instruction and hands on training with the demonstration of clinical skills in relation to theory, encouraging critical thinking and mentorship to students
7. General supervision of faculty

Secondary Skills

1. Problem-solving and associated necessary creativity to resolve issues
2. Research, planning and analytical skills
3. Multitasking and organizational skills including appropriate prioritizing
4. Time management skills
5. Communication skills, both oral and written
6. Office management skills including preparing and maintaining accurate records and basic math skills
7. Interpersonal skills including customer service skills
8. Ability to work with a diverse individuals and/or groups
9. Knowledge of trends in the healthcare industry

