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## JOB POSTING

Open Date: 4/8/2026  
Closing Date: 4/22/2026  
Position Title: Director of Nursing Education  
Job Type: Full-Time, Exempt Position  
Salary Range: \$97,000-\$121,000

The National Association of School Nurses (NASN) is a nonprofit specialty nursing organization, organized in 1968 and incorporated in 1977, representing school nurses exclusively. NASN has nearly 20,000 members and 49 affiliates, including one overseas.

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### Position Summary:

The Director of Education provides enterprise-level leadership, strategic direction, and operational accountability for NASN's Nursing Continuing Professional Development (NCPD) portfolio. This role ensures full adherence to ANCC NCPD Accredited Provider Program criteria, oversees the educational design process, and drives innovation across NASN's conferences, webinars, certificate programs, and emerging learning products. The Director serves as the organization's designated Accredited Provider Program Director, meeting all ANCC requirements, and oversees a team of Nurse Planners responsible for compliant, evidence-based educational design.

### Essential Duties and Responsibilities:

- Serves as the **Accredited Provider Program Director (AP-PD)** with full authority to ensure compliance with all NCPD accreditation criteria, including:
  - Structural Capacity (SC)
  - Educational Design Process (EDP)
  - Quality Outcomes (QO)
- Maintains full operational oversight of NASN's education offerings, including policies, processes, documentation systems, and recordkeeping as required by ANCC's latest standards.
- Ensures NASN is functioning according to ANCC's expectations regarding infrastructure, quality evaluation, adherence to legal requirements, conflict-of-interest mitigation, and operational integrity.

- Conducts ongoing validation that all activities meet ANCC's expectations for gap analysis, underlying educational needs, outcome development, evaluation, and documentation.
- Leads NASN's reaccreditation, progress reports, annual reporting, virtual visits, updates, and compliance submissions required by the ANCC reaccreditation cycle.
- Maintains compliance with:
  - Standards for Integrity and Independence
  - Conflict-of-interest identification and mitigation
  - Commercial bias monitoring
  - Legal and regulatory expectations
  - ANCC certificate requirements
  - ANCC disclosure requirements
  - ANCC data retention and recordkeeping standards
- Develops and maintains policies and SOPs that codify the ANCC program functioning and ensure consistency across nurse planner practice.
- Provides oversight and competencies of Nurse Planners, including licensure, educational, and competency eligibility, including NPs' consistent decision-making, compliant, and well-documented.
- Provides structured orientation to the latest criteria (currently 2025) and ongoing education whenever ANCC releases updates to all relevant staff.
- Ensures that each educational activity includes clear documentation and monitors ongoing adherence to the criteria (disclosures, certificates, planning documents, and promotional materials align with ANCC wording and expectations) through activity file audits, coaching, and performance oversight.
- Leads NASN's educational design and evaluation processes, including all phases of educational design, including ensuring each nurse planner independently applies the full educational design process (PPG → need → outcome → evidence → engagement → evaluation).
- Ensure noncompliant activities are revised before implementation, and no activity moves forward without meeting all file requirements.
- Lead NASN's annual evaluation of overall effectiveness, including establishing measurable operational outcomes (QO2) and professional development outcomes

(Q03) each year.

- Leads the analysis of aggregate evaluation data, stakeholder feedback, and activity performance trends to inform improvements. Continuous improvement processes are to be documented, implemented, and reflected in accreditation reporting.
- Presents quality outcomes to executive leadership, Board, and relevant committees.
- Provides strategic oversight of all NASN education programs, including the NASN Annual Conference, webinars, NASN Certificate Series™, and all enduring materials in the Learning Center to ensure continuity between live activities, enduring materials, certificate programs, and new educational products.
- Leads the development, implementation, and evaluation of the overall curricular program to address educational needs across the career based upon competencies.
- Ensures all activity content aligns with the School Nursing Practice Framework™, NASN Scope and Standards, and NASN's mission.
- Collaborates with Marketing, Membership, Advocacy, and Data teams to ensure educational strategy supports NASN's enterprise priorities.
- Collaborates with the Director of Data Initiatives for integration of clinical practice guidelines and implementation toolkits into practice.
- Serves as a member of the Practice, Data, & Research team, NASN Management team, and NASN Conference and Education Team.
- Leads the ANCC Program Team and is responsible for creating/maintaining an effective provider unit.

**Other Duties and Responsibilities (Departmental/project-related duties):**

- Participates in assuring association data accuracy and consistency.
- Participates on cross-departmental teams for specific work projects.
- Other duties as assigned.

**Minimum Qualifications (Education, Experience, Skills):**

- The Director must meet all ANCC-required AP-PD eligibility requirements:
  - Registered Nurse (RN) with current, unrestricted license.



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- Baccalaureate degree or higher in nursing required.
- Graduate nursing degree, Master's in Nursing Education highly preferred
- Minimum 7–10 years of experience in nursing professional development, including curriculum mapping for competency-based education, and association-based NCPD leadership.
- Demonstrated experience serving as an AP-PD, NP, or leading accredited provider units under ANCC.
- Direct experience working within an association or national membership organization, highly preferred.
- Deep understanding of ANCC NCPD accreditation criteria and operational expectations.
- Expertise in activity file development, review, and auditing.
- Experience applying the Standards for Integrity and Independence.
- Familiarity with LMS platforms, analytics, and data reporting systems.
- Flexibility in independent and collaborative working structure to pivot as needed to support project and team needs.
- Ability to travel overnight (approximately 5-10%) across the U.S. to support educational initiatives, participate in organization-wide meetings, and participate in external meetings and/or conferences.

#### Physical Demands and Work Environment

- Environment: Remote work setting with occasional interruptions.
- Physical: Ability to perform sedentary work, including prolonged sitting or standing, occasional stooping, bending, kneeling, and lifting light to moderate weights. Frequent use of technology and travel within the U.S.
- Vision and Hearing: Normal visual and auditory ranges, with or without correction.

**NOTE:** *This job description outlines the general nature and level of work expected. It is not exhaustive and may evolve based on organizational needs. Reasonable accommodation will be made for individuals with disabilities.*

Location: Remote

Benefits: Health, Dental and Vision Insurance; Group Life, STD, LTD Insurance;  
Paid Time Off; 403(b) Retirement Account

To apply: Email the following to [kmcduffie@nasn.org](mailto:kmcduffie@nasn.org) with the subject line: **Director of Nursing Education:**

- Resume
- letter of interest with salary requirement
- references