

ASSOCIATE DEAN OF HEALTH SCIENCES

DEFINITION

Responsible for the administration of the Health Sciences Division, which includes the following programs: Associate Degree Nursing, Emergency Medical Technician, and Alcohol and Drug Studies.

SUPERVISION RECEIVED AND EXERCISED

Supervision provided by the Dean of Instructional Services.

EXAMPLES OF DUTIES

Provides leadership for the division through continuous organizational assessment, planning, direction, and evaluation.

Anticipates changes in evolving health care issues and marshal educational resources and planning efforts to meet changing community needs.

Provides leadership for program improvement and new program development through implementation of a written plan of program and curriculum evaluation with subsequent analysis, review, and revision as indicated.

Oversees the division use of an appropriate process, sequence, and schedule for curriculum revision and implementation.

Works with the faculty in the development and consistent implementation of program policies.

Promotes staff development and continuing education activities which will maintain currency in practice and foster excellence in nursing and health education.

Facilitates and promote cooperative and effective working relationships, encouraging shared governance at the division level, and seeking student involvement in its governance.

Provides leadership in the recruitment, selection, orientation, supervision, evaluation, and retention of faculty and staff.

Supervises all continuing education classes offered for continuing education credit in nursing.

Prepares annual budget for the division and assume responsibility for budget supervision of regular and grant funding.

Assists faculty and staff in the selection, ordering and distribution of equipment, books, and instructional supplies or materials.

Facilitates faculty, staff and student acquisition of new technologies in the classroom and workplace.

Coordinates programs with licensing boards, assigned consultants, and regulatory agencies, consistently implementing rules and regulations.

Represents the college in all relationships with other professional nursing organizations.

EXAMPLES OF DUTIES (continued)

- Maintains contractual relationships and obligations with local health care organizations.
- Provides leadership in the process of accreditation and the preparation of reports for accreditation/approval visits, program review process, and annual reports to licensing agencies.
- Participates in class scheduling and establish clinical rotations for the nursing program, facilitating new clinical experience opportunities for students.
- Facilitates division advisory committee meetings.
- Provides leadership in promoting programs and recruiting a qualified pool of student applicants.
- Seeks additional outside funds and resources to support and expand programs.
- Provides consultation in areas of expertise within the college as well as in the community.
- Represents the interests of the division, its faculty, and students to the college.
- Communicates activities, policies, and administrative decisions to the faculty, staff, and students.
- Participates in the governance and professional activities of the college.
- Performs related work as assigned.

QUALIFICATIONS

Knowledge of:

Principles, practices, methods and procedures of professional nursing and other health sciences programs offered within the division.

Current standards of practice, including state and federal laws and regulations that apply to the provision of health care and prelicensure education for health care providers; including but not limited to the California Nurse Practice Act, CA Title 16, CA Title 22, Department of Health Services (DHS) standards and expectations, HIPAA, etc.

Maintenance of contractual and other legal records related to prelicensure and pre-certification education.

Knowledge, skills, and attitudes (KSA's) required for graduates of the programs offered within the division to be successful as entry level practitioners in health care.

Ability to:

Interpret, apply and explain rules, regulations, policies and procedures.

Assess and evaluate programs.

Prepare and administer district and grant program budgets.

Communicate effectively both orally and in writing.

Work effectively with the faculty, staff, students, graduates and outside agencies.

QUALIFICATIONS (continued)

Select, develop, supervise and evaluate faculty and staff.

Prepare clear, concise, comprehensive reports.

Delegate duties when appropriate.

EMPLOYMENT STANDARDS

Minimum Requirements:

Education:

Master's Degree or higher from an accredited college or university which includes coursework in Nursing, Nursing Education or Administration.

Experience:

Possession of or eligibility for a license to practice as a professional nurse in the State of California.

Minimum of one year's experience in an administrative position as a director or assistant director in a pre-licensure nursing program or equivalent within the last 5 years.

Minimum of three academic year's full-time experience in professional nursing education within the last ten years.

One year's continuous experience in the practice of professional nursing, or equivalent experience as determined by the California Board of Registered Nursing.

Note: Appointment subject to approval of the California Board of Registered Nursing.

Desirable:

Administrative and/or teaching experience in a community college setting.

Experience in working with diverse racial/ethnic groups.