



ASSOCIATE DEAN, NURSING & ALLIED HEALTH

Reports to:	Vice President, Instructional Services Dean, Career & Technical Education	Position:	
Dept:	Nursing & Allied Health	Range:	
FLSA:	Exempt	EEO:	Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under policy direction, plan, organize, integrate and direct the work and programs of an assigned instructional department; participate actively in shared governance activities and initiatives; work in close cooperation with other instructional and administrative staff; provide expert professional assistance and leadership to executive management on programs and strategies for achieving the district's mission and institutional goals within areas of campus responsibility; and perform related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Plan, organize, direct, control, integrate and evaluate the work of faculty and classified managers and staff in an assigned instructional department; with department chairs and other managers and staff, manage and participate in development, implementation and evaluation of annual program plans, goals and objectives, work processes, systems and procedures to achieve department and district goals, objectives and standards; develop, manage and work with faculty and staff to monitor budgets for personnel, facilities, equipment and instructional materials; track program funding allocations and expenditures to ensure compliance with legal mandates.
2. Provide day-to-day leadership and work with department academic and classified staff to ensure excellence in educational opportunities and student services supportive of high student and staff achievement, innovation, best practices, stewardship and fiscal prudence.
3. Participate in the selection of full-time and associate faculty; coordinate associated employment processes with Human Resources; conduct and/or facilitate new faculty and/or staff orientations; approve and monitor teaching-load assignments; participate in and ensure the timely evaluation of faculty; encourage faculty in their continuing professional development; work to promote and maintain a collegial environment; oversee, facilitate and/or act as a

final adjudicator in faculty, staff, student and community conflict resolution and grievance processes.

4. Manage the performance of classified staff; oversee and participate in the selection of managers and staff; establish performance requirements and personal development targets; regularly monitor performance and provide coaching for performance improvement and development, in accordance with district human resources policies and labor contract agreements.
5. Participate actively in the life of the college and its shared governance processes by serving on district committees, task forces and councils; identify, develop and implement studies and analyses of new programs consistent with the mission of the district and evolving needs of the community and its students; participate in institutional planning processes including regular program reviews; assist in planning annual commencement exercises.
6. In consultation with department chairs, use enrollment management data to develop efficient class schedules and related services, such as laboratory and clinical sections, to balance needs for student access, success and completion with appropriate financial stewardship; manage the scheduling of classes, monitor class sizes and cancellations and approve and direct implementation of schedule changes.
7. Facilitate student involvement in programs to improve student success.
8. Ensure the integrity of academic programs by upholding professional and accreditation standards and education code requirements; oversee and/or prepare reports required for periodic program accreditation reviews; work with department chairs and faculty in monitoring student success and equity outcomes and assessment activities at the program and course levels; foster quality instruction and optimal functioning of programs; provide support to incorporate and implement “best practices” within fields of instruction.
9. Work with faculty, staff and administration to ensure compliance with California Code of Regulations Title 5, accreditation standards and Board Policies and Administrative Procedures; work with faculty and staff in evaluating changes in regulations and standards and determining collegial means to address changes and ensure compliance.
10. Provide leadership and participate in marketing and student recruitment.
11. Provide leadership in establishing and maintaining relationships with clinical, community, business, industry and high school/college partners; initiate, manage and maintain contractual relationships and obligations with local healthcare agencies; develop grant applications and administer grants.
12. Manage and oversee systems and procedures for the acquisition and maintenance of data in accordance with state regulations; participate in preparation of periodic and end-of-year reports.

13. Stay abreast of relevant trends and engage in personal professional development programs and activities to maximize contributions to the college and the community.

OTHER DUTIES:

1. Establish and maintain relationships with and serve as an ambassador to the community, local businesses, industry and other college partners.
2. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of instructional program development and administration.
2. Advanced mastery of theory, principles and methods of application of academic or administration disciplines relevant to assigned areas of responsibility.
3. Accreditation standards of the Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
4. Trends, developments and application of educational technologies including online learning and course management systems such as Blackboard.
5. Principles and practices of strategic and program planning applicable to an educational institution.
6. Applicable federal, state and local laws, rules and regulations [including OSHA rules and regulations if applicable].
7. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
8. Research methods and analysis techniques.
9. Principles and practices of effective management and supervision.
10. Principles and practices of organization and culture change.
11. District human resources policies and labor contract provisions.
12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan, organize, direct review and evaluate programs and activities related to an Associate Dean's assignment.
2. Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.

3. Contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment and financial stewardship with the overall intent of actively supporting the achievement of district goals, campus-wide needs and the healthy functioning of governance, management and other systems.
4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Analyze and make sound recommendations on complex instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors and managers and provide expert advice and counsel to develop solutions to complex issues.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Make oral presentations on proposals and recommendations clearly, logically and persuasively in a variety of settings.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and ordinances.
13. Represent the district effectively in dealings with internal and external stakeholders, representatives of other academic institutions, business and community leaders and the public.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned people.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a master's degree in a field of study relevant to the assignment, and at least one year of formal training, internship or leadership experience relevant to the assignment; and possession of the minimum requirements to serve as a faculty member at the community college level. Demonstrated sensitivity to and understanding of the cultural, development, socioeconomic, ethnic, disability and academic diversity of community college students, faculty and staff is required.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Current, valid licensures in the field of nursing are required and are specified in separate documents.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Department chairs, faculty and classified staff.

CONTACTS:

Students, representatives of other educational institutions, community and business leaders and the public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily an office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.