

JOB TITLE: DEAN, ALLIED HEALTH
PAY GRADE: EDUCATIONAL ADMINISTRATOR SALARY SCHEDULE
LAST REVISED: DECEMBER 2020

SUMMARY DESCRIPTION

Under the administrative direction of the Vice President of Instruction (VPI), this position serves as the primary administrator for Allied Health programs. As a member of the District's management team, the Dean, Allied Health provides leadership in all matters relating to the administration of the District's Allied Health Programs, including mandates set forth by the California Department of Public Health. Additionally, this position serves as the director of the District's nursing program, working directly with the Board of Registered Nursing. The Dean will oversee program approvals and accreditations by these state governing bodies.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Dean of Allied Health must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds, including persons with disabilities, various gender identities, and sexual orientations; individuals from historically underrepresented communities; and other historically underserved groups. The person in this position has a responsibility to ensure that the District provides an inclusive educational and employment environment focused on strategies for success as well as proactive, student-centered practices and policies committed to eliminating equity gaps and ensuring equitable outcomes for all.

ESSENTIAL DUTIES

The following duties are typical and representative of this job classification. Incumbents may not perform all of the listed duties and/or may be required to perform other representative duties from those listed below in order to address changing business needs and practices.

Program and Curriculum Responsibilities

- Administer all programs in the Allied Health Division, ensuring that programs include an equity-minded framework.
- Keep VPI and executive team informed on issues affecting the Allied Health Division.
- Based on student and regional need and District goals, coordinate and oversee creation and development of new Division programs, as appropriate.
- Ensure new and current programs and curriculum support student equity.
- Working through established curriculum processes, approve course offerings for new and revised programs of the Division's departments.
- Work with division faculty to develop, review, revise, and evaluate allied health curriculum to ensure programs meet student and regional needs, include culturally responsive pedagogy, and advance District goals.
- Contract with external agencies/organizations as necessary to support Division needs, such as student clinical placements.
- Maintain currency on laws and regulations affecting instruction and curriculum standards in Division programs.
- Communicate with other colleges regarding allied health and nursing curriculum.

Job Description

- Provide updates and presentations to the executive team, the Board of Trustees, and other college constituencies, as requested.

Personnel Management/Supervision

- Anticipate the staffing needs of all allied health programs and manage those needs as feasible and appropriate.
- Orient, train, assign, schedule, and supervise faculty members and classified support staff.
- Assure that applicable Division, District, and external regulations and policies are adhered to and applied correctly by staff members.
- Chair and participate on hiring committees to recommend equity-minded candidates for hire or promotion in accordance with established District hiring processes.
- Assign substitutes for faculty as needed.
- Ensure the productive and collegial operation of Division staff through appropriate management techniques.
- Maintain work unit standards for service efforts and other quality control measures; facilitate improvements in quality of staff efforts.
- Administer and supervise program-related operations at District extension sites, as assigned.
- Provide direction for research and planning functions.
- Monitor the faculty evaluation process and evaluate work performance of faculty, classified professionals, and temporary staff in accordance with established District policies and procedures, including classroom visitations and administering student surveys.
- Coordinate with Professional and Organizational Development on appropriate professional development activities for Division faculty and staff.
- Follow the District's collective bargaining agreements.
- Lead, coordinate, and participate in District shared governance activities, as appropriate.
- Develop strategies and activities to establish and further diversity, inclusion, and equity as a shared vision of the Division staff.

Budgeting and Facilities Coordination

- Plan for the Division's facility needs, including classroom, lab, and office space, and make requests through established District processes.
- Assist in coordinating computer and other equipment in all lecture classrooms and laboratories.
- Administer capital outlay allocations for laboratory and classroom equipment.
- Administer records, including inventories of equipment and supplies, and maintain supplementary accounting records for audit purposes, as appropriate.
- Assist staff in determining appropriate maintenance schedules and facilitating repairs of laboratory/classroom equipment.
- Plan for the Division's budgetary needs and make requests through established District processes.
- Develop and manage the Allied Health Program budget, including general and discretionary budgets, grants, and categorical funds.
- Seek out appropriate grant opportunities and facilitate application process and grant management

Instructional Responsibilities

- Work collaboratively with the VPI and other deans to further the District's strategic and metric goals.

Job Description

- Analyze schedule data to ensure the Division's class schedule meets student and program need, supports student equity, and advances District goals.
- Working within established guidelines, develop and staff the Allied Health class schedule each semester.
- Revise class schedules as needed to meet student need.
- Monitor full- and part-time faculty instructional loads to ensure compliance with the faculty contract and external regulations.
- Be available to students to communicate with them on their academic progress, requirements and standards and refer them to appropriate resources when needed.
- Facilitate the resolution of student complaints.
- Participate in student discipline and/or alternative dispute resolution processes, as needed.
- Assist students with issues regarding courses, grades, audits, etc.

Community Relations

- Represent the college in meetings with community, business and industry members.
- Assist in the coordination of advisory committee meetings.
- Serve as information resource regarding nursing programs and services.
- Create and deliver presentations to community groups.
- Maintain effective relationships and partnerships with regional health care organizations.
- Maintain effective relations with local K-12 schools, including development of dual enrollment classes or programs as appropriate.

Professional Development

- Maintain currency of knowledge in the areas of nursing and other allied health programs and assigned projects.
- Develop administrative and leadership skills and expertise through professional conferences, seminars, workshops, professional journals, and other material.
- Maintain and increase proficiency in computer usage.
- Promote implementation of new instructional techniques and technologies, as appropriate.

Other Work as Assigned

- Other related work/projects may be assigned.

Required Licenses/Certifications:

Incumbent must have a valid active license to practice as a Registered Nurse in the State of California. Additionally, incumbent must possess a valid California Class C or higher Driver's License in order to accomplish official travel between District site locations and other destinations in a district and/or privately-owned vehicle.

Required Education:

A Master's Degree in Nursing **OR**

Bachelor's Degree in Nursing or a closely-related health field **AND** a Master's degree or higher which included course work in Nursing, Education, or Administration from a college or university regionally accredited by the American Council on Post-Secondary Education **AND** must have

Job Description

completed course work at the undergraduate, graduate, or post-graduate level in Administration, Curriculum, Teaching.

Required Experience:

Incumbent must possess a minimum of one continuous year of experience as a Registered Nurse (RN) providing direct patient care **AND** a minimum of two years of teaching experience in a state-approved or accredited pre- or post- licensure registered nursing program **AND** a minimum of one year experience in an administrative position in a professional allied health/nursing program in nursing education. Experience as a Registered Nurse within the last five years must include at least one year of teaching in a Registered Nursing or Allied Health Program or three years of experience in Nursing Administration or Nursing Education.

Required Knowledge, Skills & Abilities:

The following describes the general knowledge and abilities required to successfully perform the assigned duties of this job and/or which must be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- General nursing practice and nursing education.
- Current trends and issues in allied health and nursing education.
- Changes taking place in the health care industry and delivery systems.
- Resources for maintaining knowledge of current and pending legislation impacting allied health and nursing education.
- Allied health and nursing labor market needs.
- California Department of Health Services, California Department of Public Health (CDPH), California Board of Registered Nursing (BRN), Board of Vocational Nurse and Psychiatric Technician Examiners (BVNPTE), and other agency regulations governing allied health and nursing faculty and educational programs.
- Major theories of nursing practice, including Roy's Adaptation Model.
- Major concepts from life, social and behavioral sciences upon which allied health and nursing practice is based, including Maslow's Human Need Hierarchy Theory.
- Allied health, including nursing, curriculum development and evaluation.
- Laws and regulations pertinent to the administration of allied health instructional programs in California Community Colleges.
- Instructional practices and techniques.
- Curriculum development and program approval processes.
- Personnel management practices and techniques of effective leadership and supervision.
- Employment processes.
- Collective bargaining processes.
- Accounting and budgeting methods.
- Data collection and report writing.
- Computers and related equipment.
- Workplace safety practices, especially in a healthcare setting.

Job Description

- Methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups.
- Disparities faced by various underrepresented and underserved populations in health care.

Ability to:

- Apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all students.
- Supervise and support/mentor faculty and classified staff.
- Prepare and manage budgets.
- Evaluate work performance of faculty and staff.
- Communicate effectively, both verbally and in writing.
- Speak effectively in public.
- Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.
- Read and comprehend technical and professional journals, textbooks and other pertinent material.
- Set priorities and establish goals and objectives.
- Interact effectively with District faculty/staff and the community.
- Organize work and manage time effectively.
- Demonstrate integrity and consistency.
- Conduct effective meetings.
- Effectively coordinate group work efforts.
- Conduct research, interpret data and report results.
- Operate a computer.
- Plan and manage in an environment of shared governance.
- Support the District's equity vision and goals.
- Motivate faculty, staff, and students.
- Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.
- Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, and staff.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment:

Work is performed indoors in a classroom/laboratory setting; exposure to dusts, mists, fumes, wet/damp surfaces, extremes of heat or cold, chemicals and caustics, allergenic materials; risk of exposure to blood borne and/or other pathogens; work with laboratory equipment and apparatus. Moderate exposure to risks controlled by safety precautions. Must be able to function in an office environment engaged in work of primarily a sedentary nature.

Physical:

Primary functions require sufficient physical ability and mobility to work in an office and/or indoor/outdoor education center/classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally walk, stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate laboratory and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; to verbally communicate to exchange information; and requires the wearing of personal protective equipment when necessary. Must utilize vision to read printed material and computer screens; utilize hearing and speech for ordinary and telephonic conversation and to hear sound prompts from equipment; utilize manual and/or finger dexterity to keyboard and/or utilize mouse to operate computers and other office equipment; must stand upright and forward flex, stoop, lift (from low, level, and overhead, (maximum of 50 lbs.), carry (maximum of 50 lbs.), push and pull to move mail, packages, desks and other furniture; maintain cardio-vascular fitness to function effectively in stressful situations. Must be able to walk, to move about office and campus; must use manual and/or finger dexterity to drive an automobile to accomplish official travel inside and outside the District; must be able to wear personal protective equipment to protect face, eyes, head and scalp, arms, hands and fingers, body and skin; work in areas subject to potential of exposure to blood borne and/or other pathogens to observe and possibly assist students in the classroom/ laboratory, and to observe and possibly assist students in an actual health care settings to perform procedures as appropriate.

Vision:

Must see in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing:

Must hear in the normal audio range with or without correction.

Bargaining Unit: None

Employment Type: Contract/Executive Management

FLSA Status: Exempt from Overtime

Health/Safety: Classification III, Blood-borne Pathogens Exposure Control