

Associate Dean, Nursing and Allied Health

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Exempt	Exec/Admin/Managerial	Management	M7	12/12/19	Academic Administrator	1 of 2

DEFINITION: Under direction of the Dean, directs, plans, organizes, and coordinates assigned Nursing and Allied Health programs in support of District, college and departmental goals in order to assure standards for accreditation are met as well as compliance with appropriate policies and procedures. This position will provide supervision of the faculty and staff in assigned programs which may include: registered nursing, licensed vocational nurse to registered nurse, vocational nursing, emergency medical sciences (emergency medical technician and paramedic), certified nurse assistant, home health aide, and medical assisting. This position will build and maintain collaborative relationships with community partners, specifically hospitals and other healthcare organizations; prepare required reports and monitor the department’s budget, including facilitating grant applications and management.

DISTINGUISHING CHARACTERISTICS: An Associate Dean supports the Division Dean in managing the planning, operation and evaluation of a Nursing and/or Allied Health department. A Dean serves as a division/area administrator, overseeing the delivery of instructional, student or support services programs within a defined area or divisions. A Senior Dean can have multiple major programs reporting to the position and may supervise lower level Deans and administrators. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.

EXAMPLES OF DUTIES/ESSENTIAL FUNCTIONS: Duties/essential functions may include, but not be limited to, the following:

- Directs, plans, organizes and coordinates all aspects of the nursing program including funding, staffing, and delivery.
- Manages and participates in the continued evaluation and improvement of the nursing and/or allied health programs.
- Works collaboratively with the division dean, faculty, and other staff to develop, implement and evaluate curriculum in nursing and assigned allied health programs, assuring standards for accreditation are met.
- Provides required reports for program and college accreditation. This may include accreditation reports for the Registered Nursing, Vocational Nursing, Certified Nursing Assistant/Home Health Aide, and Paramedic Programs; and annual reports to the Board of Registered Nursing, Board of Vocational Nursing & Psychiatric Technicians, Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, and American Heart Association accrediting and/or licensing agencies.
- Assures currency of continuing education license.
- Establishes program goals and supports program and services improvement through ongoing collaborative assessment of the program.
- Establishes and maintains partnerships with community-based organizations, hospitals and other healthcare organizations.
- Carries out functions of Nursing Director as regulated by the Board of Registered Nursing and Board of Vocational Nursing and Psychiatric Technicians to ensure program compliance.
- Demonstrates “clinical competence” as defined by the Board of Registered Nursing in Section 1420.
- Maintains current knowledge of procedures, regulations and laws related to nursing and other assigned allied health programs
- Interprets and analyzes appropriate laws, policies, rules and collective bargaining contracts to determine impact on the assigned programs and oversees compliance and reporting strategies.
- Provides consultation and resource support to faculty, managers and staff in regard to regulation and policy.
- Supervises and evaluates assigned department staff; recommends the retention and employment of faculty and staff; coordinates staff schedules and workload assignments.
- Provides or coordinates staff training.
- Participates in the development of annual budget; monitors and controls expenditures within adopted budget; oversees and prepares state reports and ensures timely and accurate submission.
- Researches grant opportunities and participates as appropriate in grant writing and grant management.



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- Assists in the resolution of complaints and grievances by student, staff and faculty in accordance with District policies and procedures.
- Prepares and maintains timely and accurate reporting to District, State and federal offices.
- Coordinates the use of facilities, clinical sites, equipment and supplies.
- Supervises the preparation, review and revision of the class schedule and the development of course syllabi, catalogs or other materials related to the nursing and other assigned allied health department.
- Serves on college and District committees as assigned.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge Of: Nursing and other allied health program principles, practices and content; applicable program accreditation standards; budget preparation and control; grant writing and management; planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Ability To: Perform and implement duties and functions above. Required abilities also include but are not limited to: plan, organize, develop and evaluate the activities and curriculum of a college nursing department; network with statewide nursing programs and identify trends in nursing education and programs; communicate effectively, both orally and in writing; interpret, apply and explain rules, regulation, policies and procedures; analyze situations accurately and adopt an effective course of action; utilize a variety of teaching strategies to foster critical thinking and application of theory to practice; establish and maintain effective working relationships with those contacted in the course of performing required duties; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

Education/Training: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

A master’s or higher degree from an accredited college or university which includes course-work in nursing education or administration (Section 1425)

Experience: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

- One (1) year of continuous, full time or its equivalent experience providing direct patient care as a registered nurse.
- AND
- One (1) year of experience as an administrator with validated performance of administrative responsibilities.
- AND
- Two (2) years of experience teaching in a pre- or post-licensure registered nursing program.

License/Certification: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

A current, clear and active license to practice as a Registered Nurse in California.

Actions: Newly created classification adopted by the Governing Board on December 14, 2016

Amended: 12/11/19