

Associate Dean, Health Careers
Porterville College
Kern Community College District
JOB DESCRIPTION

Definition

The Associate Dean, Health Careers, reporting directly to the Dean, Career and Technical Education, is responsible for the coordination, administration, and operation of the Nursing (RN, VN), Psychiatric Technician (PT) and Emergency Medical Technology (EMT) programs and the development of allied health programs to meet community needs. The Associate Dean will provide leadership and assume responsibility for evaluation of the Nursing, Psychiatric Technician, EMT, and continuing education curricula as required by various licensing and accrediting agencies.

Examples of Duties

1. Coordinate the administration and operation of the Registered nursing, Vocational Nursing, Psychiatric Technician, and EMT programs, including courses and clinical facilities in order to maximize the learning opportunities for students.
2. Provide technical program information and assistance to faculty, administrators, staff, clinical agencies, and health facilities to promote the nursing, PT, and other allied health programs.
3. Be responsible for the development, evaluation, and revision of the curricula of the nursing, PT and EMT programs for compliance with licensing, accrediting, agencies, and College policies and procedures.
4. Assist in the promotion and marketing of the College image and articulation of the programs in the College service area. Maintain close liaison and harmonious relationships with area hospitals, related health care facilities, other Kern CCD nursing/allied health programs and educational and public agencies to foster strong working relationships.
5. Prepare and review state and national reports required by accrediting and governmental agencies, including but not limited to the Board of Registered Nursing, the Board of Vocational Nursing and Psychiatric Technicians, Department of Health Services, and the EMT-I approval authority to maintain and enhance the standards of the programs.

Examples of Duties (continued)

6. Evaluate the files of students entering the nursing, PT and EMT programs, including advising and notifying students of entrance status to the programs.
7. Responsible for the hiring process, supervision and evaluation of the recruiting of faculty and classified staff for the nursing and EMT programs.
8. Develop and administer the annual budget, maintain cost control of the budget and seek additional funding sources.
9. Disseminate research findings on health education issues to the faculty and staff and other agencies as appropriate.
10. Represent the College in local and state meetings related to nursing, PT and EMT programs, standards, and accreditation.
11. Be responsible for the development and revision of allied health programs in order to meet community and student needs.
12. Prepare and administer grants, as appropriate.
13. Perform other related duties as assigned by the Dean, Career and Technical Education.

Minimum Qualifications

- Must meet requirements for “Director” according to BRN, BVNPTE regulations.
- Valid, active Registered Nurse license issued by the California Board of Registered Nursing.
- Master’s degree from an accredited college or university, which includes course work in nursing, education, or administration.
- One year as a registered nurse providing direct patient care.
- Two years experience teaching in a pre-or-post-licensure nursing program within the last five years.
- Course or courses offered by an accredited school with instruction in administration, teaching, and curriculum development.
- A minimum of 3 years nursing administrative or nursing education experience within the last 5 years

Minimum Qualifications (continued)

- A demonstrated sensitivity to students with diverse academic, socio-economic, cultural, and ethnic backgrounds and student with disabilities.

Knowledge and Abilities

- Ability to provide leadership, stimulate cooperation and collaboration of instructional staff and participate in professional organizations in health care and education; assist in the administration of the nursing, PT and EMT programs; supervise, evaluate, and assist assigned personnel; cooperate effectively with vocational advisory committees, College committees, and accrediting and licensing agencies.
- Must have knowledge of laws, rules, and regulations pertaining to California Community Colleges, and to RN and VN nursing, PT and EMT; teaching-learning process with special knowledge about vocational educational programs. A demonstrated ability to communicate effectively, orally and in writing, and to work effectively and harmoniously with students, colleagues, staff, and others is essential.
- Demonstrates a willingness to work with students who have a wide range of skills, motivation, and academic, or vocational goals.
- Possesses a strong knowledge of and commitment to the California Community Colleges mission and philosophy.

Working Conditions

Environment: Office

Physical Demands: Incorporated within one (1) or more of the previously mentioned essential functions of this job description are essential physical requirements. The ratings in the chart below indicate the percentage of time spent on each of the essential physical requirements.

Seldom—Less than 25 percent = 1
Occasional—25-50 percent = 2

Often—51-75 percent = 3
Very Frequent—76 percent and above = 4

Working Conditions (continued)

Ratings	Essential Physical Requirements
4	Ability to work at a desk, conference table or in meetings of various configurations.
3	Ability to stand for extended periods of time.
4	Ability to sit for extended periods of time.
3	Ability to see for purposes of reading printed matter.
3	Ability to hear and understand speech at normal levels.
3	Ability to communicate so others will be able to clearly understand a normal conversation.
2	Ability to lift 10 pounds.
2	Ability to carry 10 pounds.
3	Ability to operate office equipment.

Status/Rationale

This is an educational administrator position. This position has direct responsibility for formulating and implementing policy regarding the instructional and student services program of the Colleges and the District.

Signatures/Approval

(Employee's Signature)

(Date)

(Supervisor's Signature)

(Date)