



**ASSOCIATE DEAN, HEALTH SCIENCES  
AND DIRECTOR OF NURSING (SBVC)**

**Management Range: 19**

Board Approved: 11/14/2019

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*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 within the job; however, any additional duties will be reasonably related to this class.*

**SUMMARY DESCRIPTION:**

Under the general direction of the Dean, the Associate Dean of Health Sciences and Director of Nursing is responsible for the organization, operation, administration, supervision, and evaluation of the services provided by the SBVC Nursing and Health Sciences Office. This position will also serve as the Nursing Director of for the SBVC Nursing Program. The Associate Dean also provides leadership, direction and commitment to the success of the Health Science program from student recruitment to successful completion as regulated by the Board of Registered Nursing.

**REPRESENTATIVE DUTIES:**

*The following duties are typical for this classification.*

1. Provides leadership, direction and commitment to student-centered learning by assessing local and national trends, and by working with others to identify program and services that will meet the needs of a diverse community.
2. Works together with the Division Dean, Faculty Chair(s), and Assistant Director(s), and other members as a team to develop and implement strategies to improved student success and college-wide goals.
3. Carries out functions of Nursing Director as regulated by the Board of Registered Nursing (BRN) and the Accreditation Commission for Education in Nursing (ACEN) to ensure program compliance.
4. Manages, plans and evaluates all aspects of the Health Sciences programs including faculty, staff, curriculum development and implementation, and accreditation.
5. Obtains data and prepares annual statistical reports and other documents as needed.
6. Prepares and submits all appropriate forms and documents required for approval of faculty and clinical facilities, curriculum changes, and licensure of graduates.
7. Provides leadership in the development and maintenance of all curricular matters assuring standards for accreditation are met.
8. Coordinates the various program and staff schedules.
9. Coordinates, develops and implements the program budgets including electronically approving purchase requisitions.
10. Coordinates the orientation of new faculty.
11. Monitors student activities in the programs.
12. Coordinates one or more college-wide initiatives for the improvement of programs and services.



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13. Resolves and addresses student, staff and faculty complaints and grievances on both an informal and/or formal basis in accordance with District policies and procedures.
14. Arranges off-campus labs and ensures that the contractual requirements of clinical agencies are met.
15. Conducts or coordinates regularly scheduled faculty meetings.
16. Works together with the Faculty Chair and Assistant Director(s) as a team to coordinate class schedules to ensure maximum utilization of facilities and effective use of clinical sites and enables the college to meet its FTES goals.
17. Stays abreast of leading instructional technology changes, and works to incorporate technology as applicable to the classroom curriculum.
18. Works closely with education and community partners and stays informed of health sciences educational trends.
19. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
20. Performs other duties as assigned.

**QUALIFICATIONS:**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of**

- Nursing principles, practices and content.
  - Applicable nursing accreditation standards.
  - Principles and practices of an associate degree in nursing curriculum.
  - Principles of supervision, training, and performance evaluation.
  - Basic principles and practices of budget preparation and administration.
  - Principles and procedures of record keeping.
  - Principles of basic report preparation.
  - Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
  - The use of educational technology for course delivery.
  - Conducting student outcomes assessment.
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- Best practices in teaching lecture and lab courses.
  - Appropriate sections of the Education Code and Title 5.



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### **Ability to**

Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.

Instruct and evaluate educational content.

Prioritize and execute a wide range of projects simultaneously.

Research topics, collect data, analyze data and form conclusions

Work independently, assume responsibility, and take initiative in carrying out assignments.

Understand the organization and operation of the District and of clinical facilities as necessary to assume assigned responsibilities.

Select, train, and evaluate staff.

Network with statewide nursing programs and identify trends in nursing education and programs.

Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.

Provide guidance and leadership to Faculty Chairs and Directors.

Help strengthen the various health science programs.

Communicate effectively both orally and in writing.

Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work, including colleagues at medical or clinical facilities.

### **Education/Training**

#### **Required Education:**

Master's degree from an accredited institution in Nursing.

#### **Required Experience:**

1. Two (2) years of full-time experience in a registered nursing program.
2. One year experience as an Assistant Director.
3. At least one year of continuous full-time experience providing direct patient care as a Registered Nurse (RN).
4. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff, including those with physical and/or learning disabilities.

#### **Required License:**

A current California Registered Nursing License certified by the California Board of Registered Nursing.

#### **Desired Experience:**

Experience working with other health sciences programs such as but not limited to Pharmacy or Psychiatric Technology.



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**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 primarily in a standard office/classroom/clinical setting.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** 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:** Hear in the normal audio range with or without correction.