

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/HEALTH SCIENCE AND NURSING**

GENERAL RESPONSIBILITIES

Overall responsibility to the Dean/Human Services and Technology for the leadership and administration of all aspects of the Department, including the design, delivery, staffing, administrative support, supervision, evaluation, legal compliance and required reporting of Allied Health Programs, including Nursing Aide, Registered Nurse (A.D.N.), Nursing Continuing Education, and Emergency Medical Technician (E.M.T.); performs other duties as assigned.

SPECIFIC RESPONSIBILITIES

DEVELOPMENT AND DELIVERY OF DEPARTMENT PROGRAMS

Responsible for planning, revision, curriculum approval, staffing, scheduling, supervision and evaluation of the Registered Nursing Program and Health Sciences Programs, including the Nursing Assistant, Nursing Continuing Education and E.M.T. programs; submits related records and reports. Orients new staff and students, supervises admissions policies and procedures, maintains accreditation including the submission of required documents for B.R.N. and N.L.N. accreditation; negotiates, administers, and supervises compliance with contractual agreements with agencies used for student clinical placements.

Reviews instructional and other programs for compliance with applicable state and federal law, regulations and guidelines, District policy and procedure, Board of Registered Nursing rules, and responsiveness to the needs of a culturally diverse community.

PERSONNEL

Responsible for or effectively recommends the hire, transfer, suspension, lay-off, recall, promotion, assignment, discipline, training, professional development, assignment, direction and evaluation of work, and adjustment of grievances of all Division personnel; also responsible for administering collective bargaining agreements, employment and promotion selection procedure, compliance with District policies, rules and regulations regarding personnel, evaluation of the performance of academic and classified staff assigned to the Division, and providing direction and assistance wherever a need for improvement is identified.

STUDENTS

Responsible for discipline, evaluation of student performance and related records; provides direction to students regarding licensure examination; develops studies tracking

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
ASSOCIATE DEAN/HEALTH SCIENCE AND NURSING (continued)**

STUDENTS (continued)

student program graduates, analyzes results and implements program modifications to improve performance; responsible for adjustment of grievances, scheduling, evaluation and reporting of performance, and resolution of student problems and complaints.

BUDGET/FUNDING

Responsible for timely and accurate preparation, submission and administration of Department budget; identifies and secures possible sources of alternative program funding, including grant development.

PLANNING

Responsible for evaluating proposed offerings, enrollment history, budget, demand and program requirements to determine the number and nature of offerings, scheduling of classes, staffing and available facilities, supplies, equipment and materials. Monitors enrollment, cancels and changes classes in response to utilization.

COMMUNITY CONTACT/REPRESENTATION

Represents the District in relations with clinical agencies, sits on state, local and regional health committees and boards, chairs or oversees community advisory committee meetings, participates in professional organizations regarding health care education.

ESSENTIAL FUNCTIONS

- A. Supervises all aspects of the Department programs, staff and students, continued accreditation and compliance with applicable rules and law.
- B. Perform or supervise the performance of all personnel functions for assigned staff.
- C. Responsible for maximizing the academic performance of students, discipline and resolution of student problems.

REQUIRED SKILLS AND QUALIFICATIONS

Minimum Qualifications: Possesses a current California Registered Nurse License, Master of Science degree in Nursing from an accredited college, a minimum of one year experience at the director or assistant director level in a professional program, a minimum of three years experience in professional nursing education within the last ten years, and a

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION
DIRECTOR/HEALTH SCIENCE AND NURSING (continued)**

REQUIRED SKILLS AND QUALIFICATIONS (continued)

minimum of one year continuous nursing experience or the equivalent as determined by the B.R.N.

Required Skills: Ability to initiate, supervise and evaluate programs, staff and personnel and apply applicable rules and laws, maintain accreditation, negotiate agreements, and present program needs and opportunities at the local and state levels.