



PALO VERDE COMMUNITY COLLEGE DISTRICT

DEAN OF NURSING & ALLIED HEALTH

NATURE OF THE POSITION

Under the direction of the Assistant Superintendent/Vice President of Instruction and Student Services, the Dean of Nursing & Allied Health plans, organizes, administers, and directs the programs, personnel, operations, and activities within the Nursing and Allied Health division. Implements and coordinates instructional planning objectives, manages and evaluates assigned instructional programs, oversees student learning outcomes, assigns and supports faculty, coordinates and directs communications, manages resources, and supervises personnel to effectively address the program needs. The Dean of Nursing & Allied Health supports District-wide initiatives to advance education through an equity mindset and the integration of inclusive, culturally competent practices to enhance awareness of student needs and identify best practices for accommodating diverse learning styles, responsible for compliance with accrediting agencies including the Board of Registered Nursing (BRN), Board of Vocational Nurses and Psychiatric Technicians (BVNPT) and the Commission on Accreditation of Allied Health Education Programs (CAAHEP).

DUTIES AND RESPONSIBILITIES

1. Serves as the liaison to Nursing and Allied Health accrediting bodies and regulatory agencies; prepare and maintain required accreditation reports and approval forms for the BRN for the Associate Degree of Nursing program, BVNPT for the Vocational Nursing program, California Department of Public Health for the Certified Nursing Assistant program, California Emergency Medical Services Authority for the Emergency Medical Technician (EMT) program, Department of Health Services for the Phlebotomy program and additional appropriate agencies.
2. Maintains current knowledge of Nursing and Allied Health State and federal licensure and certification examinations and processes; participate in professional growth activities and remain current in the Nursing disciplines.
3. Oversees the initiation and maintenance of national program accreditation.
4. Provides administrative support and direction to faculty chairs, program directors, site administrators, classified staff, contact staff, and others.
5. Initiates and maintains contractual agreements and clinical schedules with community service agencies used as clinical sites for Nursing and Allied Health students.
6. Participates in the recruitment and selection of Nursing faculty, including the determination and verification of required qualifications and submission of qualifications for State board approval.
7. Assist in the development student recruitment materials, participation in student recruitment activities and in conducting activities that support student retention; participates in nursing student orientation.

8. Collaborates with faculty in the development, evaluation, and revision of curriculum, emphasizing program relevance and student equity.
9. In conjunction with Nursing faculty, develops and revises program policies and procedures.
10. Recommends teaching assignments and schedules of classes to the Vice President of Instruction and Student Services.
11. Remains informed on emerging educational technologies and innovations, advocating for relevant program adaptations to meet student and community needs.
12. Prepares and presents the Nursing program budget for the academic year; reviews and evaluates related financial data and reports; monitors budget to ensure expenditures do not exceed established limitations; assist in the preparation of grant requests or other special funding requests.
13. Updates annual applications for the Nursing programs; oversees ongoing Nursing and Allied Health program review; facilitates and participates with faculty teaching didactic and clinical education for the VN program review.
14. Meets regularly with the nursing faculty to plan, develop, revise and evaluate student progress, curriculum and program outcomes; supports faculty in the assessment and selection of textbooks, learning resources, and equipment for the nursing program.
15. Monitors and directs the maintenance of the clinical skills lab; ensure the appropriate use, cleanliness, maintenance and repair of lab equipment; oversees requisition and inventory of required lab supplies; ensures proper maintenance and updates to audiovisual materials.
16. Delegates and follow-ups on required student remediation; confers with nursing students and faculty to ensure remediation requirements are met or other measures are initiated to ensure student is in compliance with program requirements.
17. Promotes collaboration with other schools of nursing and the health care community in the development of partnerships. Promotes, publicizes and represents the Nursing programs.
18. Develops meeting agendas, conducts staff meetings and maintains meeting minutes for audit purposes.
19. Communicates changing expectations, trends and needs of nursing educational preparation effectively to division and college administrators.
20. Communicates with personnel, administrators, outside agencies and the community to exchange information, coordinates activities and resolve issues or concern; drives a vehicle to conduct work.
21. Responsible for assigned reports, and regular evaluation of all areas under direct supervision
22. Operates a variety of office equipment including a copier, fax machine, computer and assigned software; operate various clinical tools and equipment.
23. Attends regularly scheduled management meetings.
24. Creates a welcoming and inclusive work and educational environment; implements, supports, initiates, and participates in activities to increase the diversity, equity, and promotes a culture of inclusiveness, respect, and belonging; serves as an advocate of diversity, equity, inclusion, accessibility, and culture.
25. Performs other duties as assigned.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

1. Planning, organization and direction of designated operations, activities and services of PVC's Nursing and Allied Health program.
2. Principles and practices of public health administration.
3. Laws pertaining to the practice of Nursing and Allied Health services in accordance with State, local and federal guidelines.
4. Curriculum standards, requirements, interpretation and application in assigned programs and services.
5. College, State and federal standards and requirements governing College District instructional programs.
6. Instructional techniques and strategies related to assigned instructional programs and services.
7. Title V regulations and applicable sections of the California Education Code.
8. Rules and regulations as set forth by the Board of Registered Nursing that govern undergraduate professional nursing educational programs.
9. Principles of leadership, community college curriculum and instructional program development.
10. Community college goals, laws and regulations as they related to Nursing and Allied Health programs in California.
11. Learning theory and community college student characteristics.
12. Management principles, including planning, organizing, influencing, motivating and evaluating.
13. Diagnostic methods for medical conditions and diseases.
14. Record-keeping techniques.
15. Oral and written communication skills.
16. Operation of a computer and assigned software.
17. Policies and objectives of assigned program and activities.
18. Interpersonal skills using tact, patience and courtesy.
19. Principles and practices of supervision and training.
20. Basic budget preparation and control.
21. Knowledge of applicable computer operation, assigned software and data entry devices.

ABILITY TO:

1. Plan, organize, control and direct designated operations, activities, programs and services of the PVC Nursing and Allied Health Program.
2. Coordinate and direct communications, personnel, resources, curriculum, schedules and information to meet the instructional needs of assigned program and enhance the educational effectiveness of designated programs and services.
3. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
4. Plan and organize tasks relevant to program needs.
5. Train, supervise and evaluate the performance of assigned personnel.
6. Relate effectively with a wide diversity of students, faculty, personnel and community members.
7. Communicate effectively both orally and in writing with students, faculty, personnel and outside agencies and representatives and relate well to the College community and students.

8. Develop consensus-building skills.

MINIMUM QUALIFICATIONS

1. Master's degree in a related field from an accredited college or university, which includes courses in nursing, education, or administration.
2. Minimum of three years experience as a registered nurse; one year shall be in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing or vocational/practical nursing, or psychiatric technician school within the last five years; or a minimum of three years experience in nursing administration or nursing education within the last five years.
3. Have completed a course or courses approved by an accredited institution with instruction in administration, teaching and curriculum development.
4. One years' experience as an administrator with validated performance of administrative responsibilities.
5. One (1) year's continuous full-time experience, or equivalent, as a registered nurse providing direct patient care.
6. Demonstrated sensitivity to and understanding of the diverse academic, ethnic, racial, age, national origin, religious, gender, gender identity, sexual orientation, disability, and socio-economic backgrounds of students, faculty, administrators, and personnel.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS

1. Hold a current California active license as a Registered Nurse.
2. Hold and maintain a valid driver's license.

PREFERRED QUALIFICATIONS

1. Ph.D. in Nursing Education from an accredited college or university.
2. Progressively responsible administrative experience in an accredited institution of higher education, preferably in a community college.

PHYSICAL DEMANDS AND WORK ENVIRONMENT

1. The physical demands and work environment are typical of an administrative job in an office environment.
2. The incumbent must be able to perform the essential functions of the job, with or without a reasonable accommodation.

CLASSIFICATION/SALARY

1. This is an Educational Administrator position.
2. Row 11 of the District's Administrator/Management/Confidential salary schedule with placement appropriate to experience.
3. The district offers an attractive package of fringe benefits including medical, prescription, dental, vision and life insurance.

PALO VERDE COMMUNITY COLLEGE DISTRICT

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, the Palo Verde Community College District is an equal opportunity employer. The policy of the District is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of ethnicity or race, color, sex, age, religion, marital status, disability, gender identity, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, or political or organizational affiliation.