

Job Description

Position Title: Associate Dean, Allied Health

Job Family: Academic Affairs

Job Type: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Allied Health Associate Dean is a core member of the leadership team for that division. The Allied Health Associate Dean provides administrative support to the Dean in specific areas such as faculty and staff evaluation, budget development and management, grant development and compliance, and student related issues. The Allied Health Associate Dean serves as the division's liaison to other areas and divisions within the College, supporting day-to-day operations of the division, as directed by the Dean. The Allied Health Associate Dean coordinates division-wide initiatives such as professional development and facilities management.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Assumes administrative responsibility in the absence of or at the direction of the Dean such as directs the activities of administrative services at the campuses and instructional divisions to include: planning, implementing, administering and evaluating projects impacting each campus program; serves as a liaison to coordinate administrative services between the District Office, instructional divisions and the campuses.
2. Supervises and leads employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff training; hiring, termination, and disciplinary recommendations.
3. Supports the creation and maintenance of an open, collaborative with leadership team, and inclusive college environment focused on student learning and student success.
4. Communicates departmental concerns to the Dean and communicate college initiatives to the division staff improving organizational effectiveness with supporting the development and regular reporting of data meant to monitor the effectiveness of each unit.
5. Prepares for the Dean's approval annual reports of division accomplishments and concerns.
6. Works with faculty and chairs to plan for curriculum additions, modifications, and deletions; set priorities for resource needs; provide program analysis by establishing and evaluating process and procedures to align with mission values, goals, objectives and initiatives of the divisions.
7. Oversees the promotion, organization, coordination, and evaluation of the courses and curricula of the division.
8. Works with staff in Student Affairs to coordinate student retention efforts and enrollment management in accordance to the college's strategic plan.

9. Investigates, compiles, and prepares recommendations for resolving student issues and academic complaints and draft official reports and correspondence.
10. Evaluates requests for course repeats, exceptions, waivers, credit by exam, prior learning credit, and other student petitions upon recommendation of the chair or coordinator; escalate to the Dean when necessary.
11. Collaborates with faculty and chairs to identify and implement Student Learning Outcomes and to assess and improve learning at the program and divisional level.
12. Develops and administers the planning of the annual operating budgets for the campuses and instructional divisions; implements and allocates resources following budget approval; approves expenditures.
13. Works with the chairs to prepare reports for the Dean monitoring and measuring success rates within, between and among courses and sections within each divisional program to ensure there are equitable success rates between courses and sections.
14. Meets with District Office personnel to discuss issues and develop approaches to improve coordination of services.
15. Assists chairs with recruitment, hiring, and development of the adjunct faculty pool for the division and assist the Dean with recruitment and selection of full time faculty.
16. Actively promotes, encourages, and supports faculty development, excellence, and innovative teaching.
17. Supports the Dean with faculty and staff evaluations; participate directly in the observations and evaluation of full time and adjunct faculty.
18. Works with the chairs to ensure the preparation of a schedule of classes to meet the needs of students. Works with faculty and staff to produce accurate schedules, catalog information, program information, and multi-year instructional plans.
19. Works with the chairs to manage the assignment of faculty to classes, monitor schedules and faculty and staff workload for accuracy throughout the semester.
20. Serves as the division liaison to other areas and divisions within the College, supporting day-to-day operations of the division, as directed by the Dean.
21. Assists the Dean and chairs with budget development and administration of operating budget.
22. Assists with grant development and compliance.
23. Coordinates division technology and instructional resource planning and management.
24. Plans for and requisition equipment, supplies, and material for instructional purposes.
25. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of project management principles, processes, and techniques
2. Knowledge and application of various instructional methodologies
3. Skill in budget/resource management
4. Skill in people leadership and supervision

5. Skill in team building
6. Ability to adapt to a rapidly changing technical environment
7. Ability to apply analytical and critical thinking skills with the ability draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.
- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in in one of the fields/disciplines represented in the Division: Nursing, Critical Care, Dental Hygiene and
- Master's of Doctorate degree in a related field preferred
- Five (5) to Eight (8) years of related work experience required
- Eight plus (8+) years of related experience preferred
- A minimum of one (1) academic year full-time experience teaching required

OR

An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours