

JOB DESCRIPTION



Position Title: Dean of Nursing and Allied Health

Department: Nursing and Allied Health

Employment Category: Exempt Staff

Primary Location: District-wide
Base at the Downtown Center

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-time; 12 months/year

Pay Grade: EX17

Position Summary: The Dean of Nursing and Allied Health is responsible for providing leadership to programs in nursing and allied health disciplines including nursing assistant, medication assistant, practical nursing, associate degree nursing, medical assistant, emergency medical technician, paramedicine, and fire science and for serving as the administrator responsible for providing district-wide leadership, supervision, guidance and direction for instructional programs, courses, services, faculty and staff.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Provides leadership and administrative oversight for faculty, staff, and programs in the areas of Nursing and Allied Health, workforce and career education; evaluates and ensures quality in all aspects of instructional programs and staff; engages faculty and staff participation in support of district-wide educational priorities, e.g. program development, program review, curriculum and articulation initiatives, assessment of student learning outcomes and learning college initiatives; prepares industry analyses designed to identify unmet workforce needs and to recommend new initiatives designed to prepare students as lifelong learners. Oversees all aspects of state and national accreditation

Provides day-to-day oversight of division culture to ensure a student-centered environment at all levels; serves as spokesperson for issues pertaining to Nursing and Allied Health; resolves student issues and complaints in a timely manner; communicates and interprets policies and procedures; serves as a liaison between the division and local communities in matters relating to instruction and foster educational partnerships within local communities

Plans, develops, implements and evaluates district-wide educational programs and services to achieve the goals of a learning college; develops and oversees instructional budgets, class schedules, classroom and facilities utilization and coordinates programs and services with other college personnel

Serves on various college committees, advisory boards, and task forces and represents the college on local, regional, and state activities as needed

Performs related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

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Education and Experience Requirements:

Master's degree in Nursing, Allied Health, or related field from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education

Five years' college-level teaching or instructional management experience

Three years' Nursing, Health Sciences, or related field experience

Arizona DPS Fingerprint clearance card for clinical access

Successful completion of Cochise College's Medical History and Physical

An equivalent combination of education and/or experience from which comparable knowledge, skills and abilities have been achieved may be considered.

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of curriculum and program development

Knowledge of program accreditation requirements and processes

Knowledge of management practices and principles

Knowledge of instructional programming

Knowledge of student development programs and services

Knowledge of strategic planning and implementation

Knowledge of budget preparation, monitoring and administration

Knowledge of supervisory principles, practices and techniques

Knowledge of technological applications in areas of supervision

Skill in supervisory practices and techniques

Skill in initiative and follow through

Skill analyzing data and making appropriate recommendations

Skill developing and implementing policies and procedures

Skill serving as a community liaison

Skill utilizing personal computer software programs affecting assigned work

Skill in presenting ideas and concepts orally and in writing

Ability to manage multiple projects and inspire others to achieve objectives

Ability to work within an open and team environment using collaborative approaches

Ability to focus faculty and staff toward student learning

Ability to motivate and inspire faculty and staff across campuses

Ability to work with general education, developmental, and academic transfer programs within a diverse, multi-cultural setting serving a multi-campus environment

Ability to commit to establishing, maintaining and assessing collaborative educational and service programs

Ability to foster district-wide and state-wide partnerships to promote educational quality

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students and the public

Work Environment: Work is primarily performed under limited supervision in an office setting with appropriate climate controls. Travel is required. May require early morning, evening, and weekend work.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, ability to communicate.

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Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body; involves sitting majority of time; walking and standing are required only occasionally and all other sedentary criteria are met

Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability and creative problem-solving skills are important

Reports To: Executive Vice President for Academics

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.