San Jose · Evergreen Community College District  
Academic Management Job Description

**Position:** Dean of Nursing and Allied Health  
**Department:** Academic Affairs  
**College:** Evergreen  
**Date:** March 28, 2014

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**POSITION PURPOSE**

Reporting to the Vice President of Academic Affairs, the Dean of Nursing and Allied Health provides for the educational welfare of students and the professional needs of staff in the division. Working cooperatively with the staff, and operating within established duties and responsibilities, the Dean has the responsibility and authority to make decisions on matters related to the division: plan, organize, administer, develop, and evaluate the programs, projects, and activities of assigned instructional divisions; provide leadership for faculty and staff in offering quality educational services for college students; and supervise and evaluate the performance of assigned personnel.

**NATURE and SCOPE**

The Dean of Nursing and Allied Health is responsible for compliance within the guidelines and criteria established by the Board of Registered Nursing (BRN) and the National League for Nursing (NLN); secure facilities appropriate for clinical laboratories; conduct classroom lectures and discussions; supervise and evaluate the performance of assigned personnel.

**KEY DUTIES and RESPONSIBILITIES**

1. Plan, organize, control and direct the Nursing Education and Speech-Language Pathology Assistant programs; assure compliance with guidelines and criteria established by the BRN, the NLN, and CSHA; participate in the development of policies and procedures related to Healthcare programs and activities.

2. Conduct classroom lectures and discussions; communicate with students to determine needs and goals.

3. Supervise and evaluate the performance of assigned staff; interview and participate in selecting employees; train, counsel, discipline and terminate personnel according to established policies and procedures, assure valid RN licensure or Certificate of adjunct faculty by reviewing BRN and other official documents, oversee the operations of the skills laboratory; secure facilities appropriate for clinical laboratories.

4. Promote and provide for professional development for faculty and staff; meet with faculty and staff to facilitate communication.

5. Provide leadership for program review, including improvement and development; systematic assessment of student progress and learning outcomes; and review and recommend changes to maintain relevance of Division programs and to meet student and community needs.

6. Evaluate Licensed Vocational Nurses (LVNs) and students wishing to transfer to determine eligibility for the Registered Nurse (RN) program; communicate with Counseling staff to determine eligibility of students.

7. Direct the preparation and maintenance of a variety of narrative and statistical reports, records and files related to assigned activities and personnel; generate documents requested from the
campus, District Office and outside agencies.

8. Participate in the development of new courses and programs and in class schedule creation and revision.

9. Communicate with other administrators, personnel and contractors to coordinate activities and programs, resolve issues and conflicts and exchange information.

10. Develop and prepare the annual preliminary budget for assigned departments; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations.

11. Operate a computer and other office equipment as assigned.

12. Attend and conduct a variety of meetings as assigned; attend workshops and conferences to maintain current knowledge of BRN, NLN, and CSHA requirements, related legislation and trends in the field.

13. Secure facilities appropriate for clinical laboratories.

14. Perform related duties and responsibilities as assigned.

EMPLOYMENT STANDARDS

Knowledge:

1. Applicable laws, codes, regulations, policies and procedures related to nursing including BRN and NLN, CSHA requirements.

2. Technical and procedural aspects of nursing including terminology and subject matter.

3. State Laws and regulations related to licensure, certification and accreditation.

4. Budget preparation and control.

5. Principles and practices of administration, supervision and training.

6. Interpersonal skills using tact, patience and courtesy.

7. Diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

8. Interpret, apply and explain rules, regulations, policies and procedures.

9. Establish and maintain cooperative and effective working relationships with others.

10. Analyze situations accurately and adopt an effective course of action.

11. Meet schedules and time lines.

12. Direct the maintenance of a variety of reports and files related to assigned activities.

Skills and Abilities:
1. Demonstrate commitment to the increased understanding of, sensitivity to, and respect for all cultural groups, women, and the disabled.

2. Utilize local and national labor market data to identify trends and determine regional healthcare provider needs for a variety of types of providers.

3. Communicate effectively both orally and in writing, including complex proposals and presentations.

4. Operation of a computer and assigned software.

5. Interpret, apply and explain rules, regulations, policies and procedures.

6. Establish and maintain cooperative and effective working relationships with others.

7. Analyze situations accurately and adopt an effective course of action.

8. Meet schedules and time lines.

9. Direct the maintenance of a variety of reports and files related to assigned activities.

**Education and Experience:**

1. Demonstrated sensitivity, knowledge, and understanding of the diverse academic, socioeconomic, gender, cultural, disability, and ethnic backgrounds of the students we serve and sensitivity to and knowledge and understanding of groups historically underrepresented, and groups who may have experienced discrimination.

2. Any combination equivalent to: master’s degree in nursing or related field.

3. One year of experience as a registered nurse providing direct patient care, one year in an administrative position, and two years’ experience teaching in a pre- or post-licensure nursing program.

**Licenses and Requirements:**

1. Registered Nurses license in the State of California.

**Working Conditions:**

1. Typical office environment.

Date Approved: 9/06, 3/28/14
Date Revised: 3/14 (SLO Language)
Salary Range: M 30
EEO-Category: 2B1 – Executive/Administrative/Managerial