



DEAN, NURSING, HEALTH & WELLNESS

Reports to:	Assistant Superintendent/Vice President, Instructional Services	Position:	Dean
Dept:	Nursing and Allied Health	Range:	
FLSA:	Exempt	EEO:	Executive/Administrative/Managerial

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under general direction, develops, organizes, and implements the college's institutional goals for assigned instructional departments and activities; shares inclusion, diversity, equity, and accessibility, as well as futures leadership responsibilities with other campus leaders; and performs related duties as assigned.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Supervisor Responsibilities

1. Supervises and assists with the recruitment, selection, evaluation, and retention of qualified and diverse faculty and staff.
2. Facilitates orientation process for new faculty and staff.
3. Supports professional development for faculty and staff.
4. Conducts performance evaluations that are timely and constructive.
5. Handles discipline and termination of employees as needed and in accordance with district policies and procedures and labor agreements.

Duties and Responsibilities

6. Oversees and administers the college's nursing and health and wellness programs.
7. Researches, implements, and assesses methods to improve the department's programs that are culturally responsive to students' needs.
8. Creates course schedules and assignments for full-time and part-time faculty.
9. Evaluates curriculum, staffing, and other needs for the department; identifies, requests, and obtains appropriate resources to fulfill those needs.
10. Creates and adheres to departmental budgets.
11. Identifies available funding opportunities including state and federal grants; drafts proposals and completes applications for grants and other funds; administers grants.

12. Ensures compliance with federal, state, local regulations, accreditation and licensing standards, and board policies and administrative procedures.
13. Establishes and maintains relationships with clinical, community, business, industry, and high school/college partners; initiates, manages and maintains contractual relationships and obligations with local healthcare agencies.

OTHER DUTIES:

1. Establishes and maintains relationships with and serves as a liaison to the community, local businesses, industry, hospital and other college partners.
2. Performs related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

1. Principles and practices of instructional program development and administration.
2. Advanced mastery of theory, principles and methods of application of academic or administration disciplines relevant to assigned areas of responsibility.
3. Accreditation standards of state and federal nursing regulators, Accrediting Commission for Community and Junior Colleges and Western Association of Schools and Colleges.
4. Trends, developments and application of educational technologies including online learning and course management systems.
5. Principles and practices of strategic and program planning applicable to an educational institution.
6. Applicable federal, state and local laws, rules and regulations.
7. Principles and practices of sound business communication including correct English usage, grammar, spelling, punctuation and vocabulary.
8. Research methods and analysis techniques.
9. Principles and practices of effective management and supervision.
10. Principles and practices of organization and culture change.
11. District human resources policies and labor contract provisions.
12. Safety policies and safe work practices applicable to the work.

ABILITY TO:

1. Plan, organize, direct, review and evaluate programs and activities.
2. Lead and participate in monitoring and assessing student learning and success outcomes and student equity measures.
3. Contribute to district-wide institutional effectiveness efforts in planning, program review, accreditation, outcomes assessment, grants development and financial stewardship with

the overall intent of actively supporting the achievement of district goals, campus-wide needs and the healthy functioning of governance, management and other systems.

4. Define issues, analyze problems, evaluate alternatives and develop sound, independent conclusions and recommendations in accordance with laws, regulations, rules and policies.
5. Analyze and make sound recommendations on complex instructional and administrative issues.
6. Work collaboratively with other deans, faculty, directors and managers, and provide expert advice and counsel to develop solutions to complex issues.
7. Organize, set priorities and exercise expert, independent judgment within areas of responsibility.
8. Develop and implement appropriate procedures and controls.
9. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials.
10. Make oral presentations on proposals and recommendations clearly, logically and persuasively in a variety of settings.
11. Communicate effectively, both orally and in writing.
12. Understand, interpret, explain and apply applicable laws, codes and ordinances.
13. Represent the district effectively in dealings with internal and external stakeholders, representatives of other academic institutions, business and community leaders and the public.
14. Operate a computer and standard business software.
15. Use tact and diplomacy in dealing with sensitive and complex issues, situations and concerned individuals.
16. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
17. Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

Graduation from an accredited college or university with a master's degree in a discipline eligible for a MiraCosta College Faculty Service Area (FSA); at least one year of formal training, internship or leadership experience relevant to the assignment; and possession of the minimum requirements to serve as a faculty member at the community college level. Demonstrated sensitivity to and understanding of the cultural, developmental, socioeconomic, ethnic, disability and academic diversity of community college students, faculty and staff is required.

LICENSES AND OTHER REQUIREMENTS:

A valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Department chairs, faculty, and staff.

CONTACTS:

Students, representatives of other educational institutions, community and business leaders and the public.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Primarily sedentary with intermittent standing, walking, bending and stooping; occasional light lifting and carrying of objects weighing up to 25 pounds; ability to work at a computer, including repetitive use of a computer keyboard, mouse and other control devices; ability to travel to a variety of locations on and off campus as needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships involving interactions and communications personally, by phone and in writing with a variety of individuals and/or groups from diverse backgrounds on a regular, ongoing basis; ability to concentrate on detailed tasks for extended periods and/or intermittently while attending to other responsibilities; ability to work effectively under pressure on multiple tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily an office environment; subject to frequent public contact and interruption; intermittent exposure to individuals acting in a disagreeable fashion; may work at any district location or authorized facility with occasional evenings and/or weekends on an as-needed basis. Occasional local travel may be requested.