DIRECTOR OF ALLIED HEALTH
(Management Designation)
(Range 57)

DEFINITION
Under general direction of the Dean of Academic Affairs, Sciences, Math, Kinesiology/Health Sciences, Nursing/Allied Health, and Athletics, the Director of Allied Health will lead the Allied Health faculty and staff, support students, ensure the quality of the Allied Health instructional programs, and perform other duties as required.

DISTINGUISHING CHARACTERISTICS
The Director of Allied Health programs is a management position that is directly responsible for ensuring that instructional programs within the department are provided and that the District complies with all laws, regulations, and accreditation standards. The Director must be able to skillfully manage faculty and staff and is responsible for ensuring budgeting and reporting requirements are met.

The incumbent must understand, promote, and ensure the integration of student learning and institutional effectiveness outcomes within instructional programs.

ESSENTIAL FUNCTIONS
Program Management
- Direct, supervise, and oversee the routine operations and delivery of instruction for the department;
- Direct the development, revision, and evaluation of the Allied Health programs to include the Five-Year Master Plan and support the SLOCCCD Mission, Educational Master Plan and Strategic Plan;
- Coordinate, develop, maintain, and implement program, District and state policies, rules and regulations related to the Allied Health programs;
- Provide leadership in the preparation of accreditation for the District and specialized accreditation standards (i.e. statistical reports, backup documentation, site visits, etc.);
- Oversee the maintenance of records required by state licensing boards;
- Prepare annual state and local reports for state licensing boards, and regulatory agencies;
- Coordinate the program review process with the faculty and staff to ensure and maintain the quality of the program;
- Utilize the research department to identify the current, trends, curricula, and student assessment measures to identify and implement plans for improvement;
- Complete reports and maintain records, as required;
- Participate in statistical and research studies for the improvement of the Allied Health programs;
- Represent the College on boards and committees at local, regional, state, and national levels to promote and support Allied Health instructional programs;
- Analyze reports and interpret results to identify trends for use in forecasting services and instruction;
- Advocate for the needs of the division and communicate concerns with the Dean and/or administration;
- Facilitate the development of the unit plan in collaboration with division faculty and staff;
• Act as primary liaison to develop and maintain relationships with clinical facilities, advisory boards, and other programs within and outside of the District;
• Coordinate the selection, requisition, and receipt of supplies, equipment, textbooks, and library materials.

**Budget Management**
• Monitor expenditures from the current year's approved budget;
• Consult with the Dean concerning expenditure needs outside the budget and all income-producing activities or projects;
• Develop and present budget reports;
• Develop funding sources such as grants and gifts in consultation with the Dean;
• Administer, monitor, and prepare reports for the Allied Health Foundation accounts, and present annual reports to the College Foundation;
• Write grant proposals and monitor grants for the division's programs; in cooperation with the College Foundation, seek additional outside funds and resources to support and expand Allied Health programs.

**Personnel Management**
• Determine need, initiate requests, and recommend employment of academic, classified, hourly and student personnel;
• Participate in recruiting, interviewing and selecting faculty and staff;
• Supervise and evaluate assistant directors, program coordinators, regulatory program directors, and classified staff in the department;
• Encourage participation in professional development activities and appropriate professional organizations.

**Student/Program Development**
• Recruit potential students through participation in various career health fairs and college outreach programs;
• Facilitate students' admission procedures and coordinate prerequisite requirements with other disciplines;
• Coordinate with faculty and oversee new student orientation to the Allied Health Programs and student ceremonies;
• Assure consistency and accuracy for the programs college publications and outreach materials;
• Provide opportunities for student input regarding Allied Health issues;
• Direct the orientation and in-service education for affiliating health agency personnel.

**Facilities**
• Monitor and coordinate the use of classrooms and laboratory equipment by personnel;
• Obtain and maintain agency contractual agreements.

**The Division Class Schedule**
• Collaborate with the Division Chair and the Dean the schedule of course offerings and assignments for division faculty;
• Coordinate class scheduling and clinical rotations for students.

**Related Management**
• Serve on District standing committees as assigned;
• Perform other related duties as required.
Essential functions of particular positions within classifications may vary because job duties may vary by work location.

QUALIFICATIONS

Education:
Required
• Master’s degree required from an accredited college or university which includes previous work experience in health-related education and/or administration.

Experience:
Required
• At least one year’s experience in a leadership/ supervisory position in a post-secondary or health care setting.

Preferred
• Minimum of two years experience in a Nursing or Allied Health discipline.

Or any equivalent combination of education and experience.

Knowledge of:
• State program reviews to include annual reporting requirements;
• Allied Health accreditation processes;
• Current technologies, personal computer, and associated office software such as word processing, spreadsheet, presentation, and/or database software;
• Correct usage of English, grammar, spelling, punctuation, and vocabulary;
• District policies and procedures.

Ability to:
• Establish and maintain cooperative working relationships with those contacted in the performance of duties;
• Demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of staff and students and of staff and students with physical and learning disabilities.

Physical ability to:
• Read and comprehend printed matter and text and data on computer monitors;
• Communicate intelligibly and effectively via speech, telephone, written correspondence, and/or email;
• Sit or stand for extended periods of time;
• Lift and/or carry 25 pounds;
• Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (current within the last year):
Required
• Valid driver’s license and eligible to obtain California driver’s license upon hire.

Board of Trustees Approval: 05/07/2008; 09/04/2013; 11/06/2013