

ASSOCIATE DIRECTOR OF ALLIED HEALTH
Management
(Range 49)

DEFINITION

Under direction of the Dean of Sciences and Mathematics, help to lead the Nursing and Allied Health Division by overseeing the daily functions of Allied Health programs and ensuring compliance with program-specific regulations and accreditation.

DISTINGUISHING CHARACTERISTICS

This position is distinguished from other positions in that it requires knowledge of all laws, regulations, and accreditation standards that apply to diverse Allied Health programs. These programs typically involve regulations at the County, State, and National level, certification of student competency, and student experience at clinical sites with partner organizations.

Incumbents in this position support student learning outcomes and institutional effectiveness by managing faculty and staff, taking responsibility for program budgets, and helping to maintain effective relationships with community partners.

ESSENTIAL FUNCTIONS

Program Management

- Direct, supervise, and oversee the routine operations and delivery of instruction for the Allied Health programs in the Division of Nursing and Allied Health;
- Direct the development, revision, and evaluation of the Allied Health programs;
- Coordinate, develop, maintain, and implement policies, rules and regulations related to the Allied Health programs at the program, District and State level;
- 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 regulatory boards for licensing and certificate courses;
- Ensure completion of state and local reports to licensing and regulatory agencies in collaboration with the program director and faculty;
- Assist with the Institutional Program Planning and Review (IPPR) process and implementation, in collaboration with the faculty and staff, to ensure and maintain the quality of the programs within the division;
- Analyze, interpret, and utilize data to identify the current trends and student assessment measures to implement plans for improvement, and forecast services in our community and regional consortium;
- Collaborate with the Nursing & Allied Health Clinical Coordinator to complete background checks and maintain student files as required;
- Represent the College on boards and committees at local, regional, state, and national levels to promote and support Allied Health instructional programs;
- Advocate for the needs of the Division and communicate concerns with the Dean;
- Develop and maintain relationships with clinical facilities, advisory boards, and other programs within and outside of the District consistent with division needs;
- Assist the program faculty with 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;
- Seek funding sources such as grants and gifts in consultation with the Director of Nursing and the Dean;

Personnel Management

- Help determine the staffing needs of the Division;
- Assist in the mentoring of new hires;
- Participate in recruiting, interviewing and selecting faculty and staff;
- Train, supervise, and evaluate the performance of all classified personnel within the areas of responsibility.
- Assist the Dean in the evaluation of faculty;
- Encourage participation in professional development activities and appropriate professional organizations;
- Assure that prospective hires meet regulatory and District requirements;

Student/Program Development

- Recruit potential students through participation in various career/health fairs and college outreach programs;
- Work closely with program directors and faculty, Admissions & Records, Success Specialists, Institutional Advancement and Counseling to ensure smooth and effective admission processes to individual programs;
- Coordinate with faculty and staff in providing new student orientation and completion ceremonies for the Allied Health programs;
- Assure consistency and accuracy for the programs, college publications, and outreach materials;
- Collaborate with the Division Chair and Dean in addressing student issues/concerns;

Related Duties

- Serve on District standing committees as assigned; and
- Perform other related duties as required.

QUALIFICATIONS

Education:

Required

- Master's degree required from an accredited college or university.
- Ability to serve as the program-specific director for at least one of the Allied Health programs, as required by the corresponding regulatory agency.

Experience:

Required

- Minimum of two years' experience working in a college setting;
- At least one year's experience in a pre-hospital field, health care setting, or Nursing/Allied Health educational setting.

Preferred

- At least one year's experience in a leadership position in a post-secondary or health care setting.

Knowledge of:

- State program reviews to include annual reporting requirements;
- Program-specific accreditation processes for Allied Health programs;
- 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; and
- District policies and procedures.

Ability to:

- Establish and maintain cooperative working relationships with those contacted in the performance of duties; and
- 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, 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; and
- Exert manual dexterity sufficient for keyboard and other office equipment operation.

License and Certificates (must be continuously current):

Required

- Valid driver's license and eligible to obtain California driver's license upon hire
- License/certification associated with program leadership, as described above

Board of Trustees Approval: 10/3/2018