



## Job Description

**Job Title: Dean, Health Occupations/Nursing**

**JTC: AJV**

**Salary Range: E04**

**FLSA: Exempt**

Since 1965, we have served more than 3 million students. Dallas County Community College District (DCCCD) is one of the largest community college systems in the state of Texas, which includes seven independently accredited colleges located around the Dallas/Fort Worth area.

### POSITION SUMMARY

Performs responsible administrative work in assisting the Dean of Health Occupations in formulating, implementing and evaluating the Associate Degree Nursing program. Work also involves managing all class and clinical scheduling and registration activities.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Academic leader with a track record of effective academic and administrative experiences in developing strategies to achieve educational goals and objectives maintaining high standards in academics and teaching processes. A visionary, leader, and strategic thinker with demonstrated collaborative and administrative accomplishments.

Academically and experientially qualified to accomplish the vision, mission, and goals of a division, and expected program outcomes; demonstrated experience in teaching, scholarship programs, and student /faculty service at a college or university level. Complies with local and regional educational regulations and accreditation requirements.

Ability to maintain effective communication between students and faculty within a division and/or college, other academic personnel and external community stakeholders. Demonstrated understanding of the educational, cultural and social needs of a diverse student population. Experience interpreting, articulating and implementing a variety of regulations, policies and procedures to ensure compliance with district, state and federal government.

Demonstrated experience in developing and implementing curricula and programs. Keeps up-to-date on the latest trends within the academic community. Strong work ethic and self-starter with ability to manage and prioritize multiple assignments. Experience in operational planning, policy development, and outcome/needs assessment. Ability to utilize technology to access data, maintains records, generate reports and communicate with others.

Experience in shared governance with excellent interpersonal communication and problem-solving skills, and commitments to cultural diversity and inclusion. Requires technical communication skills to deal with nursing faculty and other health professionals and the ability to communicate with individuals from diverse backgrounds. Must have excellent customer service.

## PHYSICAL REQUIREMENTS

Normal physical job functions performed within a standard office environment. Reasonable accommodations may be made to individuals with physical challenges to perform the essential duties and responsibilities.

## MINIMUM KNOWLEDGE AND EXPERIENCE

Master's Degree in nursing and licensing as a Registered Nurse plus three years of experience in teaching and administration. Official transcripts are required. \*\*\*Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. \*\*\*

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Formulates, implements and evaluates the procedures and standards of the Associate Degree Nursing program. Supervises curriculum development and program evaluation to support accreditation.

Facilitates problem solving for faculty, students and staff. Acts as second level arbitrator in student appeal process. Functions as administrative supervisor for hospital clinical locations.

Recruits, interviews and makes recommendations for new hire of faculty and staff for the Nursing program. Develops class and clinical schedules; plans and implements registration activities. Develops and maintains assigned budget. Reviews and administers grants.

Maintains open communication with clinical agencies and state/national accreditation agencies to update programs for better student training and placement. Supervises, evaluates and promotes on-going professional development for faculty and staff to insure technically-sound instruction.

Supervises related Professional Support Staff. Must have solid listening, oral and written communications to communicate with a diverse array of stakeholders and constituents within the DCCCD community network.

Performs other duties as assigned.

*The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job and shall not be construed as a declaration of the total of the specific duties and responsibilities of any particular position. Incumbents may be directed to perform job-related tasks other than those specifically presented in this description. Position requires regular and predictable attendance.*