

POSITION DESCRIPTION

Director of Health Sciences

Position Director of Health Sciences
Department/Site Academic Affairs
FLSA Exempt
Evaluated by Dean – Academic Affairs
Salary Range M-57

General Description

Under the direction and supervision of the Dean – Academic Affairs, the Director of Health Sciences is responsible for the operation of the District's health sciences programs, including Nursing Assistant, Vocational Nursing, Registered Nursing, Dental Assisting, Emergency Medical Technician, Emergency Management, and other courses in Health Sciences. Supervision of these programs includes, but is not limited to, participation in the development and implementation of curriculum; participation in the hiring and evaluation of full- and part-time faculty and staff; management of the department budgets; communication with the; the Board of Vocational Nursing and Psychiatric Technicians (BVNPT); the Board of Registered Nursing (BRN); the California Department of Public Health (CDPH); and The Dental Board. The director supervises the coordinators and staff of each program, as well as other teaching faculty and support staff in the Health Sciences Department; maintains business and industry contacts; schedules faculty and staff hours; and implements District policies and regulations. The Director maintains compliance with all state regulations governing the delivery of health-related curricula. The Director of the Health Sciences Department works with internal and external committees to maintain the integrity of the overall programs.

This is a 12-month academic management position.

Essential Duties and Responsibilities

- Organizes and supervises day-to-day activities within the department
- Supervises faculty and staff in the various programs.
- Identifies, applies for, and serves as project manager for appropriate grants to support programs and student success.
- Maintains leadership role in departmental short and long-range planning.
- Participates in the development, review, and implementation of curriculum.
- Participates in the goals of the District instructional team.
- Prepares class schedules, faculty assignments, calculates faculty load and attendant budgetary costs.
- Evaluates and maintains compliance with the rules and regulations of the external governing bodies for all health science programs.
- Participates in shared governance of the institution.
- Communicates District policy and administrative decisions to division personnel and students.
- Administers the collective bargaining agreements among the District and the faculty and classified unions.
- Creates an atmosphere of collegiality, and supports the goals of participatory governance.
- Serves in the selection and evaluation of division personnel.
- Resolves conflict.
- Insures compliance with local, state and federal regulations.
- Prepares and monitors budgets for all assigned programs.
- Supervises and evaluates personnel in assigned areas.

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- Performs other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Minimum Qualifications

- Possession of a master's degree in nursing or the minimum qualifications as set by the Board of Registered Nursing, whichever is higher. All degrees and units used to satisfy minimum qualifications must be from accredited institutions. California Code of Regulations (CCR), Sections 1420(c), 1424(h), and 1425: a) A minimum of one year of continuous full-time experience as a registered nurse providing direct patient care; AND, b) Completion of at least one year (two semesters/three quarters) of experience teaching courses/clinical rotations related to nursing or a course which includes practice in teaching nursing; and, c) Possession of a valid, active license issued by the California Board of Registered Nursing.
- One year of leadership experience reasonably related to this management assignment.
- Evidence of ability to communicate effectively, in English, with a diverse population both orally and in writing.
- Evidence of ability to work effectively as a member of the administration team.
- Evidence of experience and training in the utilization of technology in administrative practice.
- Evidence of experience supervising a complex academic department responsible for implementation of state and federal regulations.
- Sensitivity to, understanding of, and respect for the diverse academic, socioeconomic, ethnic, religious, cultural background, disability, and sexual orientation of community college students, faculty, and staff.