

| TITLE  | CLASSIFICATION                            | SALARY RANGE |
|--|---|--------------|
| Associate Dean, Associate Degree Nursing Program | Management Team Educational Administrator | 28           |

**SCOPE OF POSITION:**

Under the direction of the Dean, Health Services, plan, organize, and direct designated operations, activities, programs and services of the Associate Degree Nursing (ADN) Program; coordinate and direct communications, staff, resources, curriculum, schedules and information to meet the instructional needs and enhance the educational effectiveness of designated programs and services; participate in educational planning and program development supervise and evaluate the performance of assigned staff.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Plan, organize, and direct designated operations, activities, programs and services of ADN Program; assist in establishing and maintaining Division and Program time lines and priorities; ensure that related activities comply with established standards, requirements, grant specifications, laws, codes, regulations, policies and procedures; manage compliance with Board of Registered Nursing (BRN) requirements and labor union contracts. This position serves as the director of the ADN Program.
2. Develop and administer the ADN program, skills lab and simulation lab; develop and approve the skills lab schedule for Health Science programs; monitor inventory in the skills lab and oversee maintenance and repairs for equipment.
3. Collaborate with faculty on curriculum development and review, including the development and assessment of student learning outcomes; develop schedule of classes, and monitor enrollments and faculty loads; manage enrollment including student progress, orientation and on-boarding in the ADN Program; monitor, analyze and adjust courses in response to student needs to meet contractual requirements for placement in clinical agencies; recommend course amendments and curriculum changes as appropriate.
4. Coordinate and direct personnel, resources, curriculum, schedules and information to meet the instructional needs and enhance the educational effectiveness of programs and services; collaborate with the Dean in the planning, development and implementation of programs, services, strategies, processes, systems, projects, schedules, courses, goals and objectives; develop the Program and Resource Planning Process (PRPP) report for program review, and resource planning and prioritization.
5. Supervise and evaluate the performance of assigned faculty and staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions; coordinate work assignments and schedules, and review work to ensure compliance with established standards, requirements and procedures.
6. Complete required reports and approval forms for the BRN and ADN programs; submit requests for faculty and clinical site approval; collaborate with faculty in the preparation of the BRN self-study and overseeing the onsite re-approval visit; evaluate and process student transcripts at program completion and send reports to the BRN.
7. Coordinate activities to enhance faculty and administrative understanding of educational practices, curriculum standards and instructional strategies related to assigned programs and services; direct the scheduling, development and implementation of staff development activities, and preparation and distribution of related training and informational materials.

**KEY DUTIES AND RESPONSIBILITIES – Continued**

8. Provide consultation and technical expertise to faculty, staff, students and external agencies and others concerning Program operations and activities; respond to inquiries, resolve issues, and provide detailed and technical information concerning Program programs, Programs, services, curriculum, courses and related standards, requirements, practices, schedules, strategies, plans, goals, objectives, laws, codes, regulations, policies and procedures; serve as advocate for students and ensures that students receive due process.
9. Coordinate programs, services and communications between faculty, staff, students and external agencies, Programs, educational institutions, outside agencies, governmental organizations, students and the public; establish and maintain partnerships in support of Program activities; assure proper and timely resolution of student, staff and administrative issues.
10. Administer the ADN grant budgets; participate in the development and preparation of the annual preliminary budget for the instructional operations, activities, program and services of assigned Program; analyze and review budgetary and financial data; authorize expenditures in accordance with established limitations; review, evaluate and authorize budget requests.
11. Ensure adequate resources and staff to meet the needs of assigned programs and services; direct related procurement and purchasing functions; initiate personnel transactions such as hiring activities; research, obtain and maintain grants and other funding sources; prepare related proposals and documents.
12. Serve as a chairperson for recruitments, tenure teams, ADN advisory, and nursing council meetings; attend and represent the District at regional and State nursing related meetings; prepare and deliver oral presentations concerning related programs, services, needs and issues.

**KNOWLEDGE OF:**

1. Curriculum standards, requirements, interpretation and application in assigned programs and services.
2. College, State and Federal standards and requirements governing college district instructional programs.
3. Instructional techniques and strategies related to assigned instructional programs and services.
4. Title V regulations and applicable sections of the California Education Code.
5. Rules and regulations as set forth by the BRN that govern undergraduate professional nursing educational programs.
6. Principles of leadership, community college curriculum and instructional program development.
7. Learning theory and community college student characteristics.

**ABILITY TO:**

1. Effectively train, supervise and evaluate the performance of assigned staff.
2. Assist with educational planning and program development in accordance with the missions, goals and objectives of the College and Program.
3. Plan and organize tasks relevant to program needs.
4. Relate effectively with a wide diversity of students, faculty, staff and community members.
5. Possess consensus-building skills.
6. Demonstrate sensitivity to, and respect for, a diverse population.

**QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)*

**EDUCATION:**

Master's Degree and ability to meet minimum qualifications for current SRJC faculty discipline.

**EXPERIENCE:**

One year of formal training, internship or leadership experience reasonably related to this assignment.

**LICENSES AND OTHER REQUIREMENTS:**

Incumbent must meet the minimum requirements of the California Board of Registered Nursing (BRN) for approval as Director of a professional prelicensure nursing program.