

# Santa Rosa Junior College



TITLE	CLASSIFICATION	SALARY RANGE/ASSIGNMENT	
Dean, Health Sciences	Management Team Educational Administrator	Range: 14.5 DEAN II	Days: 224

## **JOB DESCRIPTION:**

Under general direction, has principal administrative responsibility for the instructional cluster of programs under his or her supervision: Associate Degree Nursing, Dental Assisting, Dental Hygiene, Licensed Vocational Nursing, Medical Assistant/Community Health Worker, Nursing Assistant, Psychiatric Technician, Home Health Aide, Phlebotomy, Radiologic Technician and other assigned and related departments. Additionally, the Dean functions as the primary contact with department chairs, directors, and coordinators with regard to budget, curriculum, schedule, program development, and staffing issues. Initiates, coordinates, and/or supervises major educational initiatives related to the liberal arts and sciences and to vocational programs, such as developmental education, student learning outcomes, and others as identified.

## **SCOPE:**

The Dean, Health Sciences, contributes to the development of policies and procedures pertaining to the instructional program of the District, and under the general direction of the Dean, Occupational Education and Economic Development has major responsibility for interpretation and implementation of these policies and procedures, including the selection and evaluation of faculty and classified staff, curriculum development, scheduling of classes, and program budget development and monitoring.

## **KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Participates in educational planning and policy development in conjunction with the other academic deans.
2. Serves as primary contact with assigned department chairs, directors, and coordinators.
3. Works with assigned departments/programs on curriculum development and review.
4. Works with assigned departments on short and long-term program planning, review and evaluation.
5. Supervises the development of the schedule of classes for his/her cluster, monitors enrollment and faculty loads.
6. Assists with recruitment, selection and evaluation of faculty and classified staff.
7. Evaluates department chairs/directors within the cluster.
8. In consultation with departments within the cluster, prepares and monitors program budgets.
9. Receives, reviews and facilitates resolution for student, faculty or staff complaints.

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10. Provides administrative support to the learning communities campus-wide.
11. Serves on standing and ad hoc committees as required.
12. Prepares reports as needed for presentation to the Board of Trustees.
13. Represents the District in local, regional and state-wide instructional meetings and committees.
14. Perform other duties as assigned by the Dean, Occupational Education and Economic Development.
15. Represents the District to program-specific accreditation teams and licensing boards.
16. Fundraise and write grants for the cluster.

### **KNOWLEDGE OF:**

1. Community college curriculum and the promotion and development of instructional programs.
2. Instructional pedagogy.
3. Learning theory and student characteristics.
4. Affirmative action, hiring, and evaluation policies and procedures.
5. Student services programs.
6. Budget processes.
7. Interpreting and enforcing faculty and classified collective bargaining contracts.
8. Legal and regulatory climate in California community colleges.
9. State Boards and accreditation policy for each program.
10. Program review and evaluation processes.

### **ABILITY TO:**

1. Plan and organize large, complex tasks; supervise the work of assigned staff.
2. Relate effectively with a wide diversity of students, faculty, staff and community members.
3. Work in an atmosphere of collegial decision-making; demonstrate consensus-building skills.
4. Communicate clearly, both orally and in writing.
5. Advocate for the District's programs and services.
6. Demonstrate sensitivity to, and respect for, a diverse population.

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### **QUALIFICATIONS:**

*Education:*

Master's Degree required or the equivalent, and ability to meet minimum qualifications for current SRJC faculty discipline

*Experience:*

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

*Preferred Qualifications:*

Familiarity with the California Education Code.

### **SUPERVISION RECEIVED:**

The Dean, Health Sciences reports to the Dean, Occupational Education and Economic Development.

### **SUPERVISION EXERCISED:**

Under the general direction of the Dean, Occupational Education and Economic Development, provides primary supervision for the Health Sciences cluster. The Dean supervises faculty, classified support staff, STNC's and student employees.

Board Approved: July 16, 2008