

**COMPTON COMMUNITY COLLEGE DISTRICT
EL CAMINO COLLEGE - COMPTON COLLEGE**



ASSOCIATE DEAN OF NURSING

**FLSA: EXEMPT
RANGE M4**

POSITION DESCRIPTION:

Under the direction of the assigned Dean, the Associate Dean of Nursing coordinates and directs all activities in developing, implementing, and managing the Nursing programs, which include Nursing Assistant, Vocational Nursing, and Registered Nursing. The Associate Dean provides direct oversight of the three nursing programs; program evaluation; grant supervision; budget planning and monitoring; faculty recruitment, supervision, and evaluation. The Associate Dean coordinates and facilitates the movement of nursing students through a curriculum that meets the standards of the Board of Registered Nursing (BRN), the Education Code of the State of California and the provisions of the Nursing Practice Act. The Nursing Director implements, administers, and evaluates allied health and partnership programs as may be recommended. The Associate Dean of Nursing is directly responsible and accountable for ensuring program compliance with state Department of Education standards and maintaining full accreditation through the BRN. The Associate Dean of Nursing prepares annual reports and coordinates development of self-study report required for continued Board of Registered Nursing Approval.

ESSENTIAL DUTIES/FUNCTIONS:

- ✓ Provide leadership for the various programs and including Associate Degree Nursing (ADN), Licensed Vocational Nursing (LVN) and Certified Nursing Assistant (CNA), maintain program quality, and prepare reports needed for continued approval by their respective agencies.
- ✓ Provide a curriculum that meets the requirements mandated by the appropriate agencies and act as a resource for curriculum development and program evaluation.
- ✓ Maintain secure files for faculty, students, curriculum, continuing education courses, and accreditation.
- ✓ Supervise the timely submission of applications for students taking the state licensing exam.
- ✓ Orient, assign and evaluate all nursing faculty and staff. Report changes in faculty positions and recommend persons for faculty and/or staff replacement to appropriate agency.
- ✓ Plan, review, and revise semester schedule of classes for the nursing programs.
- ✓ Coordinate and administer nursing department budget. Allocate resources of nursing budget to provide for optimum functioning of the nursing department.
- ✓ Apply for, implement and coordinate the provision of any grants, local, state or federal.
- ✓ Gather and share statistical data regarding nursing from governmental and non-governmental sources.
- ✓ Review legislation affecting the healthcare professions and implement changes in laws and regulations, and communicate changes in State and Federal legislation affecting nursing to the appropriate quarters.
- ✓ Facilitate communication between the nursing programs, the division office, and other areas on campus.

- ✓ Assist in resolving staff and/or student problems in the nursing programs.
- ✓ Provide opportunities for in-service and conference attendance including identifying the continuing education needs of nursing professionals.
- ✓ Recruit clinical sites from numerous facilities and prepare clinical contracts that continually meet requirements for state regulations.
- ✓ Develop and oversee student recruitment process including information and orientation sessions.
- ✓ Coordinate and supervise the admission of students into the nursing programs.
- ✓ Develop and implement strategies to support student success.
- ✓ Represent the college as required by the Division Dean, Vice President of Academic Affairs, or the President/CEO.
- ✓ Maintain an advisory committee for the nursing programs, and serve as the chairperson.
- ✓ Develop and maintain articulation agreements for the nursing programs with higher education institutions, the district high schools, health care agencies and other community organizations.
- ✓ Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

Knowledge of:

- ✓ Nursing Practice Act, CA Code of Regulation and Standards of Competent Performance
- ✓ CA BRN and other agencies' approval requirements and standards
- ✓ College-level teaching and learning principles
- ✓ Curriculum development preferably in a community college
- ✓ Coordinating and implementing programs in an educational setting
- ✓ Budget process and grant management/reporting

Ability to:

- ✓ Plan, organize and administer the processes and operations of the District's Nursing Programs. -
- ✓ Interpret, apply, and explain rules, regulations, policies and procedures.
- ✓ Understand and practice the principles of administration and supervision.
- ✓ Assess and evaluate programs and personnel.
- ✓ Communicate effectively orally and in writing.
- ✓ Collaborate with and coordinate groups of individuals while exercising initiative, diplomacy, tact, creativity, and balance.
- ✓ Work cooperatively with others to meet schedules and time lines.
- ✓ Analyze situations accurately and adopt effective courses of action.
- ✓ Work in a collegial setting with staff at all levels

REQUIRED QUALIFICATIONS:

- Master's degree or higher from an accredited college or university that includes coursework in nursing education or administration AND
- Minimum of one year experience in an administrative position with direct responsibility for administrative decision-making process of the educational program including budgeting, employing, delegating assignments, planning, evaluating, and allocating resources; AND
- Minimum of two-year teaching experience in pre-or post-licensure nursing programs; AND
- At least one-year experience as a registered nurse providing direct patient care AND
- One-year experience as a registered nurse providing direct patient care in a long-term care facility in addition to one (1) year of experience planning, implementing and evaluating educational programs in nursing.

DESIRABLE QUALIFICATIONS:

- ✓ Earned doctorate from an accredited institution
- ✓ Demonstrated ability to develop and maintain effective programs and services in a collegial atmosphere.
- ✓ Experience in the integration of curriculum development, program planning, program evaluation and student learning outcomes assessment.

WORKING CONDITIONS:

- Work under tight deadlines.
- Prolonged and frequent sitting and standing
- Moderate to heavy usage of hands in grasping, repetitive hand movement and finger coordination to prepare and keep reports using a computer keyboard and a variety of office equipment.
- Speech and hearing to communicate effectively in a group setting and by telephone to students, faculty, staff, and others.