

**RIO HONDO COMMUNITY COLLEGE DISTRICT**  
**DEAN, HEALTH SCIENCES AND NURSING**

**DEFINITION**

Reporting directly to the Vice President of Academic Affairs, to provide leadership and direction; to manage, supervise, and coordinate the Health Sciences programs and activities, including but not limited to, Associate Degree Nursing, Vocational Nursing, Entry Level Nursing, and Orthopedic Technology Certificate Program; coordinate assigned activities with other District divisions, and outside agencies; develop additional delivery systems, develop additional clinical placements and other hospital and health care partnerships, find expanded facilities, and pursue state, federal, and private funding.

**SUPERVISION EXERCISED**

Exercises direct supervision over faculty and technical and administrative support staff.

**EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES**

Provide leadership and direction and assume management responsibility for Health Sciences programs, services, and activities.

Develop additional delivery systems to expand program numbers (i.e. instructional modality, outreach and in-reach efforts, program pathways and growth).

Develop additional clinical placements and other hospital and health care partnerships.

Find expanded facilities, and pursue state, federal, and private funding.

Manage and participate in the development and implementation of goals, objectives, policies, and priorities for Health Sciences programs including Associate Degree Nursing, Vocational Nursing, Entry Level Nursing, and; recommend, within District policy, appropriate service and staffing levels; recommend and administer policies and procedures.

Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; conduct needs and instructional program analysis; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement and review; direct the implementation of improvements.

Select, train, motivate, counsel, and evaluate assigned personnel; provide or coordinate staff training; work with employees to develop skills and abilities.

Plan, direct, coordinate, and review the work plan for Health Sciences; meet with staff to identify and resolve problems; assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.

Manage and participate in the development and administration of the Health Sciences program

annual budget; direct the forecast of additional funds needed for staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct and implement adjustments as necessary.

Serve as a liaison for Health Sciences with other District divisions, and outside agencies; negotiate and resolve significant and controversial issues.

Prepare and present staff reports and other necessary correspondence.

Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Health Sciences programs, policies, and procedures as appropriate.

Oversee the use of an appropriate process, sequence, and schedule for curriculum revision and implementation through effective functioning of the division and College-wide curriculum committees.

Develop plans for program enrollment based on the College goals and objectives.

Provide leadership in the process of accreditation, the preparation of reports for accreditation, the program review process, and annual reports to licensing agencies.

Develop plans and procedures for Health Sciences within District guidelines and rules and regulations determined by the Board of Registered Nursing and the Board of Vocational Nursing and Psychiatric Technicians, the California Department of Public Health, and the National Board for Certification of Orthopedic Technologists.

Schedule clinical rotations for programs in nursing and Orthopedic Technology, and facilitate new clinical experience opportunities for students.

Prepare schedule of classes and teaching assignments; monitor enrollments and maintain overall efficiency regarding class size, space usage, and faculty teaching loads.

Supervise the development and implementation of an effective plan for use of the Health Science Skill Center based on enrollment and student learning needs.

Develop, apply, and evaluate effective approaches to implement the policies of the Rio Hondo Community College District relating to program and workforce diversity in order to fulfill the core academic mission of the District and serve its diverse community.

Provide effective leadership and direction to recruitment and retention efforts to further workforce diversity policies of the District.

Prepare, develop, write, coordinate, and administer grants.

Participate on a variety of boards and commissions; attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of health sciences.

Promote equal opportunity and student and gender equity to effectively serve the District's diverse community.

Respond to and resolve difficult and sensitive inquiries and complaints.

Administer applicable collective bargaining agreements.

**OTHER JOB RELATED DUTIES**

Perform related duties and responsibilities as assigned.

**JOB RELATED AND ESSENTIAL QUALIFICATIONS**

**Knowledge of:**

Instructional techniques designed to accommodate diverse learning styles and promote welcoming classroom environments for students from culturally diverse groups.

Operational characteristics, services, and activities of a Health Sciences program.

Organizational and management practices as applied to the analysis and evaluation of Health Sciences programs, policies, and operational needs.

Modern and complex principles and practices of Health Sciences program development and administration.

Principles and practices of budget preparation and administration.

Principles and practices of licensed nursing.

Database applications.

Maintenance and operation of equipment used in the classroom, computer laboratory, and simulated hospital bed areas used in the Health Science Skill Center.

Nurse Practice Acts for Registered Nurses and Vocational Nurses related to scope of practice and administration of programs of nursing.

Scope of practice for the Certified Nurse Assistant and the Orthopedic Technologist related to the administration of each program.

Principles of supervision, training, and performance evaluation.

Pertinent Federal, State, and local laws, codes, and regulations including California Education Code.

Safe driving principles and practices.

**Skill to:**

Operate modern office equipment including computer equipment and software.

Operate a motor vehicle safely.

**Ability to:**

Provide administrative and professional leadership and direction for Health Sciences.

Recommend and implement goals, objectives, and practices for providing effective and efficient Health Sciences services.

Manage, direct, and coordinate the work of faculty and technical and administrative support personnel.

Select, supervise, motivate, counsel, train, and evaluate staff.

Identify and respond to Health Sciences issues, concerns, and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of Health Sciences goals.

Research, analyze, and evaluate new Health Sciences service delivery methods, procedures, and techniques.

Prepare and administer budgets.

Prepare clear and concise administrative reports.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to Health Sciences programs and functions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

**Minimum Qualifications:**

**Experience:**

Any combination which meets all of the following:

- (a) Three years as a registered nurse, one of which is in teaching or clinical supervision (or combination thereof) in a state accredited or approved registered nursing or vocational or practical nursing, school within the last five years; OR, three years experience in nursing administration or nursing

education within the last five years.

- (b) One year experience as an Assistant Director of a Registered Nursing program.
- (c) Two years experience teaching in pre- or post-licensure nursing programs.
- (d) One year experience as a registered nurse providing direct patient care.
- (e) One year experience as a registered nurse providing direct patient care to geriatric patients in either an acute or long term care setting

Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

**Training:**

Master's degree in Nursing from an accredited college or university which includes course work in administration, teaching and curriculum development.

**License or Certificate:**

Hold a current California active, unencumbered license as a Registered Nurse.  
Possession of, or ability to obtain, an appropriate, valid driver's license.

**Special Requirements:**

*Essential duties require the following physical skills and work environment:*

Ability to work in a standard office environment including ability to sit, stand, walk, kneel, crouch, stoop, squat, twist, and lift 20 lbs.; ability to travel to different sites and locations.

Range: 57

**Effective Date:** May 11, 2005 (Director of Health Science)

**Revised Date:** February 16, 2006, June 15, 2023