

VICTOR VALLEY COMMUNITY COLLEGE DISTRICT

CLASS TITLE: DEAN OF HEALTH SCIENCES AND PUBLIC SAFETY

BASIC FUNCTION:

Under the direction of an area or chief administrator, plan, organize, administer, develop, and evaluate the programs, projects, and activities of instruction; provide leadership for faculty and staff in offering quality services for college students; carry on complex projects and special programs; train, supervise, and evaluate assigned personnel; supervise all programs and courses under the area of health sciences and public safety to include, but not be limited to: nursing, respiratory therapy, physical education, administrative of justice, emergency medical services, and fire science.

REPRESENTATIVE DUTIES: Coordinate the development of instructional schedules for health sciences and public safety; recommend instructors to the chief instructional officer. This includes on campus and off campus courses. *E*

Evaluate full-time and part-time instructors and classified personnel in health sciences and public safety. *E*

Consult with faculty to develop a schedule of classes that meets the needs of students, utilizing enrollment data. *E*

Direct the preparation of full-time and part-time faculty teaching and work loads, ensuring accuracy. Assure that loads are within the collective bargaining contract and state regulations. *E*

Provide leadership to health sciences and public safety in developing strategies to advance student learning and staff development. *E*

Work with the executive dean of curriculum, development, and learning resources as well as faculty to facilitate the planning and execution of course and program student learning outcomes; assessment of the outcomes. *E*

Manage the budget for health sciences and public safety to ensure appropriate expenditures and best practices to balance the budget. *E*

Assist the chief instructional officer with the organization and preparation of necessary reports and budgets. *E*

Work with the program coordinators and department chairs to ensure all self-study reports are complete and the program maintains full accreditation with the respective accrediting agency (ies). *E*

Assist in the accreditation process. *E*

Dean, Health Sciences and Public Safety- Continued

Coordinate activities related to advisory committees, with the program coordinators and department chairs, to promote and enhance educational programs. *E*

Maintain awareness of the current Equal Employment Opportunity Plan, ADA, sexual harassment laws, and other related laws, regulations, and functions. *E*

Actively participate and support shared governance and other collaborative processes. *E*

Serve on college committees as assigned. *E*

Coordinate special projects as assigned. *E*

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Higher education in community colleges, including the mission of the California Community Colleges.

Nursing, allied health, and public safety state regulations/titles and outside accrediting agencies, including policies and objectives of assigned programs and activities.

Curriculum development and course articulation.

Budget preparation and control.

Principles and practices of administration, supervision, and training.

ABILITY TO:

Develop and modify curriculum to meet student and community needs.

Communicate effectively, both verbally and in writing, with faculty, staff, students, and community members.

Work effectively with students, faculty, and staff from multi-cultural backgrounds and promote access and equity.

Train, supervise, and evaluate personnel.

Read, interpret, apply, and explain rules, regulations, policies, and procedures.

Maintain current knowledge of program rules, regulations, requirements, and restrictions.

Meet schedules and timelines.

Plan and organize work.

Understand the needs of the areas of responsibility within the context of the overall instructional programs; participate with the management team to set goals and priorities for the Health Sciences and Public Safety areas.

Dean, Health Sciences and Public Safety- Continued

Organize and chair meetings, lead workshops, facilitate group discussions, and involve faculty and staff in idea generation, goal setting, and decision making. Organize multiple projects and carry out required project details throughout the year.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: master's degree and one year of leadership experience, including supervision and evaluation of academic programs and budget management.

WORKING CONDITIONS:

Office environment.

Position requires frequent use of hands and fingers for computer use; reach with hands and arms; lift up to 20 pounds; hearing and speaking to communicate and exchange information.