



Classification Description

<u>Job Title:</u>	Dean, School of Health Sciences	<u>Pay Grade:</u>	Administrator
<u>Division:</u>	Academic Division		Schedule
<u>Reports To:</u>	Vice President, Academic Affairs	<u>FLSA Status:</u>	Exempt
		<u>Job Code:</u>	2106

Job Purpose

This is responsible, professional work providing leadership in the planning, direction and evaluation of all programs within the School of Health Sciences including, but not limited to, Health Information Management, Human Services, Cardiovascular Technology, Radiologic Technology, Respiratory Therapy, and Dental Hygiene/Dental Assisting.

General Responsibilities

Essential Functions

Oversees all Health Sciences Programs in accordance with accepted national standards and administrative policies.

Directs programs to meet national accreditation and state approval standards.

Supervises the revision of existing programs to effectively utilize resources as they become available such as grants, new clinical affiliates and dedicated buildings.

Works in collaboration with the Vice President, Academic Affairs and the District Dean, Professional and Technical Studies to research, build and implement new Health Sciences programs.

Provides an effective and efficient system for the delivery and evaluation of curriculum including new program development.

Provides leadership and direction in the selection, hiring, supervision and evaluation of faculty and staff within the School of Health Sciences. Monitors student evaluations of all faculty assigned to the Health Sciences Programs.

Coordinates and monitors the preparation and maintenance of all program budgets. Ensures program departments are processing contracts and personnel actions accurately and within established payroll guidelines and college operating procedures.

Oversees the staff of the programs in both didactic clinical and support areas.

Dean, School of Health Sciences

Oversees the advisement and selection of applicants to the Health Sciences Programs.

Oversees the academic advisement and counseling of students enrolled in the Programs.

Ensures that the program advisory committees meet on a scheduled basis and reports activities to the Vice President, Academic Affairs regularly.

Reviews all program accreditation activities with respective Program Directors and collaborates in the development of appropriate action plans as needed.

Coordinates and participates in recruitment activities focused on Health Sciences.

Models and sustains effective Servant-Leadership and Shared Governance practices which enhance the achievement of the vision, goals, plans and student-centered culture of Edison State College.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned doctoral degree from a regionally accredited institution of higher education in Education or a health related discipline.

Three (3) years full-time professional work experience in a health profession field.

Five (5) years full-time professional work experience in curriculum design, program administration, instruction, and/or student advisement in a nationally accredited health professions program.

Current national registration and any State licensure in one of the health professions.

Personal and educational philosophy compatible with the goals, objectives and mission of Edison State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Demonstrated ability to:

- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Exercise discretion and good judgment at all times and in all contexts and maintain client confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present legal and governmental information in a meaningful manner.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: June 1, 2011, December 2, 2011, March 26, 2012.