



SAN JUAN COLLEGE

## Dean School of Health Sciences

Learning

FLSA: Exempt

LRN/15

Grade: 25

### JOB SUMMARY

This position is responsible for directing the operations and programs of the School of Health Sciences at San Juan College.

### MAJOR DUTIES

- Develops and implements strategic initiatives for the addition and growth of Health Science programs that serve the needs of health care providers regionally and nationally.
- Develops and implements an innovative and sustainable financial model for the School of Health Science.
- Works with members of the health care community to develop partnerships, clinical sites, practica, and training. Works to identify funding and resources to support the health science programs.
- Provides professional leadership and supervision in recruiting, developing and evaluating full-time faculty (including department chairs and directors), part time faculty, and staff; recommends department chair or program coordinator appointments; serves on or appoints members of faculty hiring committees; determines, approves and monitors faculty workload and release time.
- Coordinates the development and review of curriculum and assessment plans; recommends changes in courses and programs; directs program development and quality improvement processes; identifies and implements appropriate initiatives based on assessment data and community needs; provides direction, oversight, and approval to changes of syllabi, courses, and program proposals and to revisions in degree plans.
- Oversees the specialized accreditation processes and reports of the School of Health Sciences.
- Oversees the development of the annual schedule of course offerings; makes decisions regarding course cancellations.
- Reviews and approves student petitions to graduate.
- Manages budgets and reviews requests for expenditures; develops annual plans and reports in support of the budgeting process; approves travel and other expenditures.

- Coordinates with other academic schools to meet institutional and instructional goals and objectives.
- Mediates and resolve faculty, staff and student conflicts.
- Performs related duties.

#### KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of higher education administration.
- Knowledge of curriculum development principles.
- Knowledge of personnel principles and practices.
- Knowledge of long-range strategic planning.
- Knowledge of current trends in higher education.
- Knowledge of budget preparation and management principles.
- Knowledge of accreditation standards and processes.
- Skill in the delegation of responsibility and authority.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.
- Skill in the preparation of a variety of reports.
- Skill in working effectively with a wide range of constituencies in a diverse community.

#### SUPERVISORY CONTROLS

The Vice President for Learning assigns work in terms of school goals and objectives. The supervisor reviews work through conferences, reports, revenue generation, courses offered, and observation of school activities.

#### GUIDELINES

Guidelines include accreditation requirements, New Mexico Higher Education Department rules and regulations, the staff and faculty handbooks, and college and program policies and procedures. These guidelines require judgment, selection, and interpretation in application.

#### COMPLEXITY/SCOPE OF WORK

- The work consists of varied duties in directing the academic functions of the School of Health Sciences at San Juan College. The variety of tasks to be managed contributes to the complexity of the position.
- The purpose of this position is to direct the functions of the School of Health Science. Success in this position contributes to the successful provision of educational opportunities for college students.

## CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of accrediting agencies, business and industry partners, governmental agency representatives and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to provide services, to negotiate or justify matters, or to motivate or influence persons

## PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed sitting at a desk or table or while standing or walking. The employee uses tools or equipment requiring a high degree of dexterity.
- The work is typically performed in an office.

## SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has direct supervision over assigned personnel.

## MINIMUM QUALIFICATIONS

- Master's degree in a course of study related to the occupational field is required. Terminal Degree (Ed.D. or Ph.D.) is strongly desired.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the Health Sciences division/department in order to direct and coordinate work within the School is required.
- Three to five years administrative experience managing personnel and programs within the Health Industry is required.

## VALUES STATEMENT

San Juan College is committed to serving the needs of our students through a process of continuous quality improvement. We uphold and affirm the following iCARE values:

- Innovation
- Collaboration
- Accountability
- Respect

- Excellence

STATEMENT OF UNDERSTANDING

I have read and understand the above position description. I assert that I am able to perform the essential job functions, meet the physical requirements of this position and satisfy the expectation for regular attendance.

Print Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_