

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Dean of Nursing	<b>Classification:</b> Exempt	<b>LOCATION:</b> WMC <b>Work Designation:</b> OS
<b>MANAGER/REPORTS TO:</b> Vice President for Learning and Student Services	<b>OVERTIME ELIGIBLE:</b> NO	<b># OF DIRECT REPORTS:</b>

### GENERAL STATEMENT OF RESPONSIBILITIES:

The Dean of Nursing is responsible for planning, directing, implementing, and evaluating programs in the nursing division. Provides the overall direction and function of the nursing program and nursing assistant program as well as the supervision of program faculty for nursing and nursing assistants and staff. Develops and maintains a student-centered environment conducive to the teaching/learning process. Establishes annual and long-term goals for the Nursing division, which includes the nursing assistant program. Reviews and implements the nursing curriculum, its program policies, and procedures. Implements college procedures, i.e., course outlines, program reviews, assessment of student academic achievement, and other procedures related to the operation of the nursing and nursing assistant programs. Serves as liaison with advisory committees, affiliated institutions, professional organizations, and local, regional, or state agencies to insure the program meets the educational needs of the area and conforms to state regulations. Participates in the selection and assessment of full-time and part-time faculty. Promotes program enrollments through recruitment and retention efforts. Assures the application of established objective criteria for admission of students into the nursing programs. Develops and administers budget and resource allocation in accordance with college strategic plans. Oversees and maintains national nursing accreditation and adherence to standards and criteria of the accrediting organization.

### ESSENTIAL FUNCTIONS:

#### Standard Expectations:

1. Facilitates and coordinates activities related to academic policies, personnel policies, curriculum, resources, facilities, services, and program evaluation.
2. Ensure patient and student safety by maintaining, enforcing, and evaluating written policies and procedures that require all students, faculty, and preceptors who participate in clinical practice settings to be physically and mentally able to provide safe client care.
3. Leads the division in assessing student academic achievement activities. Develops measurable performance objectives and evaluation standards for expected program outcomes.
4. Assists with the recruiting process for full-time faculty and staff. Screens and recommends candidates for faculty appointment, retention, and promotion using valid and objective assessment plans.

5. Reviews qualifications of prospective adjunct faculty and hires in accordance with College policy and procedure.
6. Supervises and evaluates faculty and staff within the division. Monitors faculty and student evaluations of faculty and implements goals and objectives for improvement. Conducts probationary reviews of faculty. Ensures faculty are evaluated in the areas of teaching ability and nursing knowledge and skills at least every three years.
7. Develops, modifies and evaluates courses and programs. Reviews all course proposals and changes to course outlines. Selects textbooks for courses and coordinates with other instructional administrators to provide a comprehensive program of instruction.
8. Schedules classes, develops faculty teaching, clinical and work assignments and assesses needs for additional faculty.
9. Responds to community, state and local needs for nursing courses and programs. Negotiates and ensures memoranda of understanding and clinical site agreements.
10. Prepares and administers the budget for the division. Approves time sheets, requisitions, and payments for invoices.
11. Develops and maintains a student-centered environment conducive to teaching/learning.
12. Provides leadership for faculty, staff, and students.
13. Develops and maintains relationships with local, state, regional, and national health professional organizations, regulatory agencies, and accrediting bodies.
14. Participates in activities that contribute to the governance of the parent institution.
15. Performs other duties as assigned.

***The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary***

**Standard Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Technology	Ability to proficiently use Microsoft Office Products (i.e. Word, Excel, Outlook, PowerPoint) Adobe Products (Docu-Sign/E- Sign), Google Applications (Drive), WebEx, and various other Microsoft 365 programs.	Intermediate
Communication	Ability to communicate effectively with faculty, staff and the general public. Excellent intrapersonal skills. Skill in establishing effective community partnerships and good working relationships both internally and externally to the college.	Advanced
Administrative	Knowledge of practices in the administration of community college instructional programs and related support activities;	Advanced

Instructional	Knowledge/skill of curriculum and program development and evaluation; Knowledge of learning assessment practices and techniques; Knowledge of nursing practices and techniques; Skill in assessing student learning and teacher effectiveness; Skill in providing nursing care.	Advanced
Supervisory/Leadership	Knowledge of personnel management and supervisory principles and practices; Skill in supervising and evaluating faculty and staff; Skill in selecting, organizing and evaluating staff performance.	Advanced
Financial	Knowledge of grant administration techniques, budget preparation and cost control.	Advanced
Diversity & Multi-Culturalism	Ability to work in a diverse, multi-cultural environment.	Advanced
Flexibility & Adaptability	Ability to adapt to the demands of any given day/time.	Advanced
Self-Awareness	Ability to reflect on self-performance and growth opportunities.	Advanced
Continual Improvement	Ability to seek opportunities for professional growth.	Advanced
Action Oriented	Ability to make decisions and take action.	Advanced
Confidentiality	Ability to maintain confidentiality.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly.	Basic

#### **MINIMUM QUALIFICATIONS:**

1. Graduate degree with a major in nursing.
2. Seven (7) years of nursing experience.
3. Five (5) years of teaching, management, or academic administrative work experience or equivalent combination of experience that provides the required knowledge and skills.
4. Valid Arizona driver's license.
5. Arizona registered license in good standing or multi-state privilege to practice in Arizona under ARS Title 32, Chapter 15.

#### **PREFERRED QUALIFICATIONS:**

1. Doctorate degree in nursing.
2. Five (5) years of experience in nursing/allied health program management and academic administration.

**BENEFITS:**

**Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days of Spring Break Leave
- 10-20 Days of Annual Leave (depending on service length)
- 18 Sick Days that can accrue up to 130 Days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance