



JOB DESCRIPTION

POSITION TITLE: ASSOCIATE DEAN OF HEALTH PROFESSIONS

DEPARTMENT: Instructional

FLSA: Exempt

REPORT TO: Academic Dean and Director of Developmental Programs

POSITION SUMMARY: Provides leadership for the health profession programs. Plans, recommends and monitors appropriate institutional budgets, Works with faculty and staff to create a professional, learning environment where faculty and students are encouraged and supported to excel.

ESSENTIAL JOB FUNCTIONS:

1. Supervises the day-to-day operation of health profession programs and personnel.
2. Recruits and recommends adjunct and temporary, part-time faculty for health profession programs.
3. Coordinates the planning and implementation of community relations activities as they relate to the division.
4. Maintains appropriate records and files related to the health profession division.
5. Recommends faculty and staff committee assignments.
6. Participates in the college-wide planning process and institutional effectiveness of the college.
7. Assists with accreditation and certification processes.
8. Assists in the development, publication and enforcement of policies established by the college.
9. Conducts annual departmental budget hearings.
10. Conducts annual program review activities.
11. Approves expenditures and monitors monthly department budgets.
12. Supervises and evaluates department chairs and staff in the performance of their duties.
13. Recommends curriculum for new/additional courses/programs to be offered.
14. Coordinates curriculum development and teaching and learning activities in health profession programs.
15. Participates in pertinent local, state, regional and national organizations.
16. Represents the college at community functions.
17. Serves as member of committees as assigned.
18. Supports and implements the mission of the college.
19. Provides assistance with distance learning activities as they relate to health profession programs.