

Assistant Dean of Health and Wellness and Director of
Nursing
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=246158>

Downloaded On: Nov. 23, 2024 5:10am

Posted Oct. 1, 2024, set to expire Jan. 31, 2025

Job Title Assistant Dean of Health and Wellness and Director of Nursing

Department

Institution South Orange County Community College District

Mission Viejo, California

Date Posted Oct. 1, 2024

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Nursing - General

Job Website <https://www.schooljobs.com/careers/socccd/jobs/4676997/assistant-dean-of-health-and-wellness-and-director-of-nursing>

Apply By Email

Job Description

Application Instructions:

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.

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- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.

- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.

- For job postings requiring professional references, include at least three (3) professional references from the following categories:
 1. Current department chair(s) (for faculty) or supervisor(s);
 2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
 3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
 4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
 5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

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Description

Specifications are intended to present a descriptive list of the range of duties performed by employees in the position. Specifications are not intended to reflect all duties performed within the job.

SUMMARY DEFINITION

To serve as director and supervisor of the nursing program and the Assistant Dean of the School of Health and Wellness at the college; provide leadership to develop, organize and implement program's goals and objectives; provide leadership to plan, develop, organize, schedule, direct, improve and evaluate program's curriculum and related student support services in consultation with academic chairs, faculty and classified staff.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; lead by example; actively participate in and support District-wide participatory governance components and activities and other collaborative processes; encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Dean of the School of Health and Wellness or designee of the President.

Exercises functional and technical supervision over academic, professional technical, and classified staff as assigned.

REPRESENTATIVE DUTIES

The following duties and responsibilities are typical for this position. Incumbents may not perform all the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Provide leadership in the administration of the nursing program in the School Health and Wellness at the college, including personnel management, in accordance with laws, regulations,

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District policy and collective bargaining agreements; direct and evaluate the Associate Degree Nursing Program.

Analyze, interpret and monitor the student success rates of assigned programs and student preparedness and recommend change as needed.

Facilitate college student resources and activities for students in the School of Health and Wellness. Effectively oversee the operations of the nursing student skills and simulation labs, including remediation processes and procedures.

Participate in the development of the College's strategic plan, communicating the needs, goals, plans and overall role of areas of assignment.

Lead, direct and approve the planning, development, organizing, scheduling, direction, performance and evaluation of the curriculum, instruction and services of the programs.

Lead the nursing program in planning, program development and performance of the mission and in carrying out the College's mission, goals and objectives.

Formulate and develop long and short-range goals and strategic plans, including staffing, facilities, curriculum and educational philosophy; assure consistency of plans with other college and District plans; prepare long-range plans and statements of goals and objectives.

Communicate with College, District, State, and federal personnel to coordinate instructional needs, programs, services and activities; resolve conflicts and issues and develop new and effective certificate and degree programs; provide leadership in delivery of courses, certificates, and degrees for the nursing program.

Develop, prepare, submit, administer, monitor and review annual budgets for the nursing program, including annual budget requests for equipment, supplies and personnel; direct the acquisition, maintenance and use of both instructional and non-instructional equipment; and maintain an equipment-replacement plan; direct the maintenance of adequate records and controls to assure instructional unit expenditures and operations remain within established budget limitations; monitor and approve purchase requisitions and prepare agenda items for Board approval as needed.

Direct fundraising and financial development for the nursing program; identify program needs and

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secure funding to meet program goals; collaborate with nursing faculty and stakeholders on grant funded goals and objectives; disseminate information about the availability of external funding; communicate with faculty members and administrators regarding grants relevant to their academic field; provide information concerning specific funding sources; coordinate timelines and protocol for grants.

Direct the preparation and maintenance of detailed and comprehensive reports, records and files regarding instructional unit personnel, facilities, and activities.

Prepare regulatory and accrediting reports. Gather and interpret student metrics for program improvement in collaboration with the nursing faculty.

Train, supervise and evaluate the performance of assigned personnel in keeping with the policies of the Board of Trustees and administrative procedures; visit classroom/work sites and observe and evaluate methods and effectiveness.

Participate in the selection of faculty, classified staff, and temporary professional staff in accordance with District policies and legal requirements.

Interface with the community and external agencies in all matters of community relations and academic affairs associated with the nursing program.

Ensure clinical site portfolio for student clinical placements is adequate to accommodate student placement and anticipated student enrollments. Work with clinical placements sites to foster good relations with healthcare agencies and the college. Respond to community nursing needs through feedback from healthcare partners and the Board of Register Nursing. Support the community through student engagement with community initiatives.

Organize, attend or chair a variety of administrative and staff meetings related to strategic planning, budget, curriculum, advisory committees and other activities; participate in collegial consultation, participatory governance and appropriate advisory committee meetings and provide in-service and workshops for employees.

Supervise the planning, organization and arranging of appropriate staff development programs and activities for faculty and staff; orient new employees and direct the implementation of flex time procedures.

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Direct and approve curriculum development; direct the acquisition, maintenance, and use of instructional equipment; and maintain an equipment and technology replacement plan.

Identify facility needs and help direct planning for the movement, creation or elimination of facilities for program.

Promote the nursing program and arrange for the development of promotional materials and college publications; manage assigned facilities and approve all assigned facilities usage.

Attend workshops, professional conferences, and trade shows for program planning and development; serve on a variety of campus, District, community, and State committees; and meet with representatives of business, industry, and local government.

Maintain current knowledge of instructional methods and new technologies pertinent to the nursing program; monitor legislation, new State Education Code regulations and other State guidelines to determine impact on nursing program.

Provide leadership and advocacy to enhance innovation and participation in issues related to the field of nursing to ensure student success; communicate the changing expectations, trends and needs of educational preparation effectively to College personnel.

Assist assigned Dean of Health and Wellness and the Vice President for Instruction in the resolution of student and faculty concerns related to the programs.

Create a positive campus climate that fosters innovation in curriculum development for instruction and services in the nursing program; work with the community, business, industry and other educational institutions to promote the nursing program; contribute to the development and implementation of a coordinated outreach, marketing and public relations process and plan for the nursing program.

Assist Dean in providing direction for the development of new programs, including contribution to the development or redesign of curriculum, and assist in coordinating program approvals as appropriate.

Work collaboratively and develop partnerships/agreements with advisory boards, professional associations, K-12 and transfer institutions, business and industry; cultivate and promote positive and substantive relationships with local business and industry; serve as a leader and advocate

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for the College within the business community.

Perform other duties as assigned that support the overall objective of the position and the District's mission and philosophy.

Report to work on a regular and consistent basis, as scheduled, to assigned job.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

A Master's degree from an accredited college or university with an emphasis in nursing or nursing education. An earned Doctorate from an accredited college or university is preferred.

Experience:

At least three years of successful faculty experience, in nursing; one year of formal training, internship, leadership, or administrative/supervisory experience in nursing; at least one year of continuous, full-time or the equivalent experience in direct patient care as a registered nurse.

Additionally Required Qualifications:

Must meet the California Nursing Practice Act minimum qualifications for the director of a nursing program and be approved by the California Board of Nursing within 30 days of appointment:

- 1) A master's or higher degree from an accredited college or university which includes course work in nursing, education, or administration;
- (2) One (1) years' experience as an administrator with validated performance of administrative responsibilities consistent with section Article 3, Section 1420(h);
- (3) Two (2) years' experience teaching in pre- or post-licensure registered nursing programs; and
- (4) One (1) year's continuous, full-time or its equivalent experience direct patient care as a registered nurse; or
- (5) Equivalent experience and/or education, as determined by the board.

Commitment to equity and diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and

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staff. The applicant must be able to demonstrate how these factors relate to the need for equity-minded practices within an educational environment.

LICENSES AND OTHER REQUIREMENTS:

Certification as a Registered Nurse; valid California driver's license.

KNOWLEDGE OF:

A community college system.

All divisions/schools and their inter-relationships; a thorough knowledge of the various student support services required to enhance instruction.

Applicable District policies and local, State and federal laws, codes and regulations, including Title 5 and California Education Code.

Basic data collection and analysis related to student learning outcomes, retention, and success.

Canvas and/or other learning management systems, and other instructional and student services software.

Community relations and external resource development.

Computer systems and software applications related to the nursing program.

Curriculum development.

District safety policies and procedures.

Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students, faculty and staff.

Evidence of understanding and experience with the principles of collegial consultation.

Guided Pathways framework.

High impact practices to address equity gaps and improve the student experience.

Interpersonal skills including tact, patience and diplomacy.

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Management techniques that encourage creativity improve efficiency and increase productivity.

Oral and written communication skills.

Organizational and management practices as applied to the nursing program.

Participatory governance process and venue fostering open communication among divisions/schools, programs and services.

Principles and practices of budget preparation and management.

Principles and practices of training and supervision.

Principles of program evaluation, student assessment, and organizational development.

Role and purpose of technological systems in providing online instruction, instructional support and student services.

Team-oriented leadership style.

ABILITY TO:

Advocate for the nursing program and needs.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.

Assess, manage, implement, use and apply technology in the management and delivery of the nursing program.

Assist in forecasting current and future needs and costs affecting the nursing program.

Collect, compile and analyze data.

Communicate clearly, concisely and effectively, both orally and in writing, with diverse constituencies within and outside of the District.

Demonstrate commitment to academic and professional excellence.

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Demonstrate flexibility and adaptability.

Develop markets and promotional strategies for courses, services and projects related to foundational skills that will promote enrollment growth, retention and student success.

Develop, prepare and effectively and efficiently administer the nursing program budgets.

Embrace and work effectively within a system of participatory governance.

Encourage professional excellence among the staff and promote an organizational culture of customer service, innovation, and quality services.

Establish and maintain effective, harmonious, and collaborative relationships with a diverse population of students, staff and community.

Exercise initiative and work independently.

Exercise judgment or choice among possible actions, sometimes without clear precedents and often with concern for the consequences of the action.

Interact effectively with diverse students, staff, faculty and administrators.

Interpret, analyze, apply and explain applicable local, state and federal laws and regulations.

Interpret, apply and explain applicable District policies and procedures.

Lead, train, supervise, and evaluate assigned staff.

Learn District and College organization, operations and objectives.

Manage complex budgets including grants.

Operate computer/applications software, including database management, spreadsheet, word processing and software related to the nursing program.

Operate modern office equipment.

Perform with tact, patience and sensitivity.

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Plan and organize work.

Plan, evaluate and supervise delivery of instructional programs and strategies.

Plan, organize, coordinate, manage and expedite assigned projects and activities related to assignment in a manner conducive to full performance and high morale.

Prepare and maintain records, reports, and files according to established procedures.

Prepare clear and concise oral and written reports and recommendations.

Prepare oral and written reports and recommendations.

Provide leadership, training, and support for faculty who wish to explore innovative approaches to student learning using instructional technology.

Read, interpret, and explain laws, rules and regulations, and to develop and implement personnel policies and procedures.

Relate effectively to people of varied academic, cultural and socioeconomic backgrounds using tact, diplomacy and courtesy.

Represent the college at the community, State and national levels.

Resolve conflicts and solve problems.

Serve as an effective management team member.

Understand and effectively and collaboratively work in a complicated multi-college environment, as well as within a system of community college districts.

Use independent judgment in the interpretation and application of rules, regulations, policies and procedures.

Work collaboratively with administration, classified management, faculty, staff and students.

Work effectively in a fast-paced environment with numerous interruptions.

WORK ENVIRONMENT AND PHYSICAL DEMANDS



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The work environment and physical demands described here are representative of those required by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work Environment:

Standard office setting. Typically, duties are performed in an office environment while sitting at a desk or computer workstation. An incumbent also visits instructional sites and is subject to contact with others, frequent interruptions, noise from talking or office equipment and demanding legal timelines. At least minimal environmental controls to assure health and comfort.

Physical Demands:

The incumbent regularly sits for long periods, walks short distances on a regular basis, travels to various locations to visit instructional sites, attend meetings and conduct work; uses hands and fingers to operate an electronic keyboard or other office machines; reaches with hands and arms, speaks clearly and distinctly to answer telephones and to provide information; sees to read fine print and operate computer; hears and understands voices over telephone and in person; and lifts, carries, and/or moves objects weighing up to 10 pounds.

Supplemental Information

District Management Team Salary Schedule - Range 20

Initial Screen Date: October 31, 2024.

Required Documents: Resume, Cover Letter and copy of your R.N. License



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Applications missing the required document will not be considered.

Work Schedule: **Monday - Friday (9:00 AM – 5:30 PM) - Schedule and shift are subject to change in accordance with the department's needs.**

Hours Per Week: 40

Months: 12

Special COVID-19 Notice:

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

Notice to all Candidates for Employment:

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.



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California Public Employees Retirement System and California State Teachers Retirement System:

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

Disability Accommodations:

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to hrinfodesk@socccd.edu.

Attendance Requirement:

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

Campus Crime and Safety Awareness:

Information regarding campus crime and safety awareness can be found at www.ivc.edu or www.saddleback.edu. Paper copies are available in the Human Resources office upon request.



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Diversity, Equity, Inclusion and Equal Employment Opportunity:

The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact