

Associate Dean of Nursing and Allied Health

Posting Details

Posting Details (Default Section)

Position Title	Associate Dean of Nursing and Allied Health
Special Instructions to Applicants	<p>Contra Costa College serves about 10,000 students, credit and non-credit, who pursue transfer preparation, career education and foundational skills. The College's student population reflects its surrounding diverse communities. Serving predominately African American and Latinx students, Contra Costa College is situated in a socioeconomically diverse, resilient and culturally vibrant community. As a proud Hispanic Serving Institution, we seek candidates who embrace our community, our student population, and our central work: strengthening West County by meeting our students where they are and helping them get to where they want to be. We seek a colleague who operates with a growth mindset, a strength-based approach centered on students, and an unflinching commitment to equity, especially concerning the elimination of barriers to college access, success, and completion. The ideal candidate will be eager to help construct and maintain a culture of continuous improvement in instructional effectiveness, student service, and leadership.</p> <p>NOTE: New employees will be placed at the first step which is \$8,936.00 per month, second step \$9,389.00 per month, third step \$9,864.00 per month (depending upon experience). Based on current salary placement guidelines, all step increases for which an employee becomes eligible shall take place on July 1st of each fiscal year. These increases will occur, on an annual basis, until the maximum step of \$10,888.00 per month is reached on the salary schedule.</p>
Diversity Statement	It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunity, and are not subjected to discrimination in any program or activity of the District on the basis of ethnic group identity, race, color, ancestry, religion, marital status, sex, national origin, gender, gender identity, gender expression, age, sexual orientation, physical or mental disability, medical condition, genetic information, veteran status, parental status, citizenship or because an individual is perceived to have one or more of these characteristics or based on association with a person or group with one or more of these actual or perceived characteristics.
Recruitment Type:	Open (Internal and External applicants)
Location	Contra Costa College
Posting Number	0001367
# of Openings	1
Range	M7
Salary	\$8,936-\$10,888 per month (See Salary Guidelines in the Special Instructions Summary)
Position Status	Permanent
Overtime Status	Exempt (not eligible)
Position	Full-Time
If temporary, employment duration:	n/a
# of Hours Scheduled Per Week	40
Work Schedule By Day and Work Hours	Monday-Friday: 8:00 am-5:00 pm
Shift Differential %	n/a
# of Months	12
Non-work Periods:	n/a
EEO Job Category	Executive/Administrative/Managerial
Employee Group	Manager - Academic
Department	C8001-Nursing
Position Definition	Under direction of the Dean, directs, plans, organizes, and coordinates assigned Nursing and Allied Health

programs in support of District, college and departmental goals in order to assure standards for accreditation are met as well as compliance with appropriate policies and procedures. This position will provide supervision of the faculty and staff in assigned programs which may include: registered nursing, licensed vocational nurse to registered nurse, vocational nursing, emergency medical sciences (emergency medical technician and paramedic), certified nurse assistant, home health aide, and medical assisting. This position will build and maintain collaborative relationships with community partners, specifically hospitals and other healthcare organizations; prepare required reports and monitor the department's budget, including facilitating grant applications and management.

Distinguishing Characteristics

An Associate Dean supports the Division Dean in managing the planning, operation and evaluation of a Nursing and/or Allied Health department. A Dean serves as a division/area administrator, overseeing the delivery of instructional, student or support services programs within a defined area or divisions. A Senior Dean can have multiple major programs reporting to the position and may supervise lower level Deans and administrators. The Executive Dean classification is reserved for the oversight of major college-wide or Districtwide programs, projects or large off-campus centers.

Examples of Duties/Essential Functions

Duties/essential functions may include, but not be limited to, the following:

- Directs, plans, organizes and coordinates all aspects of the nursing and assigned allied health programs including funding, staffing, delivery and evaluation.
- Works collaboratively with the division dean, faculty, and other staff to develop, implement and evaluate curriculum in nursing and assigned allied health programs, assuring standards for accreditation are met.
- Provides required reports for program and college accreditation. This may include accreditation reports for the Registered Nursing, Vocational Nursing, Certified Nursing Assistant/Home Health Aide, and Paramedic Programs; and annual reports to the Board of Registered Nursing, Board of Vocational Nursing & Psychiatric Technicians, Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions, and American Heart Association accrediting and/or licensing agencies.
- Assures currency of continuing education license.
- Establishes program goals and supports program and services improvement through ongoing collaborative assessment of the program.
- Establishes and maintains partnerships with community-based organizations, hospitals and other healthcare organizations.
- Carries out functions of Nursing Director as regulated by the Board of Registered Nursing and Board of Vocational Nursing and Psychiatric Technicians to ensure program compliance.
- Demonstrates "clinical competence" as defined by the Board of Registered Nursing in Section 1420.
- Maintains current knowledge of procedures, regulations and laws related to nursing and other assigned allied health programs
- Interprets and analyzes appropriate laws, policies, rules and collective bargaining contracts to determine impact on the assigned programs and oversees compliance and reporting strategies.
- Provides consultation and resource support to faculty, managers and staff in regard to regulation and policy.
- Supervises and evaluates assigned department staff; recommends the retention and employment of faculty and staff; coordinates staff schedules and workload assignments.
- Provides or coordinates staff training.
- Participates in the development of annual budget; monitors and controls expenditures within adopted budget; oversees and prepares state reports and ensures timely and accurate submission.
- Researches grant opportunities and participates as appropriate in grant writing and grant management.
- Assists in the resolution of complaints and grievances by student, staff and faculty in accordance with District policies and procedures.
- Prepares and maintains timely and accurate reporting to District, State and federal offices.
- Coordinates the use of facilities, clinical sites, equipment and supplies.
- Supervises the preparation, review and revision of the class schedule and the development of course syllabi, catalogs or other materials related to the nursing and other assigned allied health department.
- Serves on college and District committees as assigned.
- Performs other duties as assigned.

Minimum Qualification-Education/Experience

Education/Training: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

A master's or higher degree from an accredited college or university which includes course-work in nursing education or administration (Section 1425)

Experience: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

- A minimum of 3 years' experience as a registered nurse with one (1) year of continuous, full time or its equivalent experience providing direct patient care as a registered nurse within the previous five years.
- AND
- One (1) year of experience as an administrator with validated performance of administrative responsibilities.
- AND
- Two (2) years of experience teaching in a pre- or post-licensure registered nursing program.

License/Certification: The Board of Registered Nursing and the Board of Vocational Nursing & Psychiatric Technicians require:

A current, clear and active license to practice as a Registered Nurse in California.

Minimum Qualification-Knowledge Of

Nursing and other allied health program principles, practices and content; applicable program accreditation standards; budget preparation and control; grant writing and management; planning, supervising and evaluating the work of others, employee motivation and training; applicable federal, state, local, District and college laws, rules and regulations, and collective bargaining contract provisions; complex business level English usage, spelling, grammar and punctuation; modern office tools such as computers and printers; typical modern office computer software programs; report and presentation writing.

Minimum Qualification-Skill To

Minimum Qualification-

Perform and implement duties and functions above. Required abilities also include but are not limited to: plan,

Ability To organize, develop and evaluate the activities and curriculum of a college nursing department; network with statewide nursing programs and identify trends in nursing education and programs; communicate effectively, both orally and in writing; interpret, apply and explain rules, regulation, policies and procedures; analyze situations accurately and adopt an effective course of action; utilize a variety of teaching strategies to foster critical thinking and application of theory to practice; establish and maintain effective working relationships with those contacted in the course of performing required duties; demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

Desirable Qualifications

- Knowledge of, and experience navigating, accreditation processes for allied health programs.
- Demonstrated ability to develop and maintain partnerships and agreements with clinical placement sites.
- Leadership, Management and Communication skills
- Demonstrated success in obtaining funding, administering grants, preparing reports, and evaluating outcomes
- Capacity to utilize data to make decisions and evaluate the success of processes and systems

Job Open Date: 10/30/2019

Job Close Date: 11/26/2019

Open Until Filled No

Foreign Degree and Credit Statement: In accordance with the Human Resources Procedure 3050.05, all foreign degrees and credits used to meet the minimum qualifications must be evaluated by an approved National Association of Credential Evaluation Services (NACES) agency www.naces.org prior to the implementation of the equivalency process. You must upload your evaluation with your application when you apply for this position to be considered. We cannot accept foreign degree evaluations after the closing date. The candidate bears all responsibility and costs associated with obtaining the evaluation.

About Us

About the District

The mission of the Contra Costa Community College District is to transform lives by providing outstanding learning opportunities that nurture and empower all students to achieve their educational goals. The dedicated faculty, classified professionals and administrators in the District are committed to core values and action that promote excellence in learning and equitable student success. The District is committed to hiring and developing a diverse staff that understands that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive role models for all students; and creates an inclusive and supportive educational work environment for its students, employees, and the community it serves.

Located in Contra Costa County, in the beautiful and diverse San Francisco East Bay area, the District serves the 1 million residents of the County through education, business partnerships and service in the community. The District first opened its doors in 1949 and is the second oldest and eighth largest multi-college community college district in California. The District consists of three colleges and two centers; Contra Costa College in San Pablo; Diablo Valley College in Pleasant Hill; Los Medanos College in Pittsburg; and the centers in Brentwood and San Ramon. The District Office located in downtown Martinez, supports the mission and functions of the colleges.

As evidenced by the rich diversity in Contra Costa County, the District enrolls a highly diverse student population. Serving over 52,088 students a year, in 2017-18 fiscal year the demographic make-up of the students was 10% Black/African American; 17% Asian/Pacific Islander; 33% Hispanic/Latino; 29% White/Caucasian; and 11% Other.

The District actively encourages a diverse pool of applicants to serve the dynamic student population and work collaboratively with existing colleagues that are equally dynamic and diverse.

Contra Costa College

Contra Costa College is a dynamic, comprehensive community college with a diverse student population. The institution has served the communities of West Contra Costa County for more than 69 years. Most of the 10,500-plus students who attend the college come from local communities, but many also come from neighboring communities and from countries throughout the world. The college offers certificates and degree programs in 70 areas. It prepares students for immediate employment and for transfer to four-year colleges and universities. Faculty and staff are proud to be affiliated with an institution that has a tradition of excellence and a reputation for educating students to live and work in a diverse global environment.

Diablo Valley College

DVC is committed to increasing student success. The college has distinguished itself as one of the nation's most successful community colleges by offering incomparable transfer opportunities and exceptional career-technical programs. In both Pleasant Hill and San Ramon, a diverse student body engages with high-quality instruction and support services designed for excellence and equity in student learning. DVC's career-technical programs keep pace with emerging technologies and skill requirements, while unparalleled transfer programs prepare students to be successful in four-year colleges and universities. DVC continuously ranks among the top transfer pathways to UC Berkeley.

Los Medanos College

Los Medanos College, opened in 1974, is the newest campus of the Contra Costa Community College District. The college prepares students to excel and succeed economically, socially and intellectually in an innovative, engaging and supportive learning environment. LMC provides quality programs and state-of-the-art facilities to serve the needs of a rapidly-growing and changing East County while enhancing the quality of life of the diverse communities it serves. Los Medanos College is known for its transferable general education program and career technical programs strongly connected with local business and industry. The college serves approximately 10,000 students.

Employee Benefits:	<p>Insurance: The District offers health, vision, dental and life insurance for monthly classified employees and managers/supervisors and their eligible dependents. Monthly classified employees and managers/supervisors covered by another health medical plan may waive District coverage and receive a monthly cash stipend.</p> <p>Retirement: Most employees are members of the PERS (Public Employees Retirement System). Faculty employees and Academic Managers are members of the STRS (State Teachers Retirement System). Police Service employers are members of Safety Public Employees Retirement System.</p> <p>Deferred Compensation: The District offers two optional deferred compensation plans. Eligible employees have a choice of the 457, 403b plans and a selection of savings and investment options.</p> <p>Leave Allowance: The District offers monthly eligible classified employees and managers/supervisors a generous vacation and sick leave benefits as well as 20 paid holidays annually (which can vary based on length of winter break).</p> <p>Additional Benefits: The District also offers monthly eligible classified employees and managers/supervisors educational reimbursements, employee assistance programs, a travel assistance plan, longevity compensation, retiree benefits, employee discounts on health memberships and a comprehensive wellness program.</p> <p>Newly hired employees may notify the respective union (Local 1 or United Faculty) if they opt to join and/or authorize payment to the union. If the newly hired employee authorizes payment to the union then the following fees apply: Local 1 has a one-time initiation fee of \$45.00 and monthly contribution of 1% of gross pay +\$1. United Faculty has an agency fee of .55% of gross pay plus \$2.50.</p> <p>For further information regarding benefits eligibility and details please refer to the following documents available on the 4CD website: Classified Employees Local 1 Contract (Article 20-Benefits): http://www.4cd.edu/hr/localonecontract/2015-2018%20Local%201%20Contract.pdf Managers/Supervisors/Confidential Personnel Manual (Section 8-Insurance Benefits): http://www.4cd.edu/gb/policies_procedures/MANUALS/MS_C_08.pdf</p>
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POST OFFER PRE-PLACEMENT EVALUATION PROGRAM (PEP)

All job offers of employment are conditional upon the applicant's satisfactory results of the Post Offer Pre-Placement Evaluation Program. This involves a physical strength test to demonstrate a minimum level of strength to perform the essential duties of the job. There is no charge for this service. Please do not make an appointment for testing until you have received notification from the Human Resources Department after a job offer is extended. The positions we currently evaluate are: Building Maintenance Worker, Custodian I and II, Lead Custodian, Cook, Food Services Assistant, Food Services Supervisor, Food Services Supply Clerk, Food Services Coordinator, Grounds Worker/ Gardener I and II, Senior/ Lead Grounds Worker/Gardener, Lead Maintenance Mechanic, Senior Equipment Maintenance Worker. If you are not hired in a listed classification, you may disregard this notification.

ADA Accommodations: In conformance with the Americans with Disabilities Act, requests for reasonable accommodations may be made to slever@4cd.edu. For administrative purposes, requests must be made at the time of application.

Quicklink <http://www.4cdcareers.net/postings/6522>

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * Please tell us when and where you gained: 3 years' experience as a registered nurse with one (1) year of continuous, full time or its equivalent experience providing direct patient care as a registered nurse within the previous five years.
(Open Ended Question)
2. * Please tell us when and where you gained: One (1) year of experience as an administrator with validated performance of administrative responsibilities.
(Open Ended Question)
3. * Please tell us when and where you gained: Two (2) years of experience teaching in a pre- or post-licensure registered nursing program.
(Open Ended Question)
4. * Do you possess an active license to practice as a Registered Nurse in California? Please attach a copy of a valid California Registered Nursing License (in the attachment section).
(Open Ended Question)
5. * Please provide a cover letter, not to exceed five (5) pages, that: expresses your interest in serving as the Associate Dean of Nursing and Allied Health; and details the depth and breadth of your experience, leadership, and knowledge as it relates to the qualifications for the position.
(Open Ended Question)

Required Documents

Required Documents

1. Resume
2. Unofficial Transcript (must show degree(s) conferred)
3. Cover Letter
4. Current California registered nursing license

Optional Documents

1. Foreign Degree Evaluation Form (NACES Approved Agency)

