

Seward County Community College
Structured Compensation - Job Description
Dean of AlliedHealth/Dir of MLT

Data Year: 2018

Prepared On: 04/05/2019

Department:	Allied Health	Grade:	16
Reports To:	Vice President of Academic Affair	Classification:	Exempt
Supervises Direct:	14	Supervises Indirect:	1
Approved By:	Dr T Carter	Effective Date:	10/01/2016
		Revised Date:	04/05/2019

Role:

The Dean of Allied Health is responsible for supervising all aspects of the Allied Health division including leadership and direction in the development of courses and programs; certificate and degrees; articulation agreements; collaboration with the healthcare industry; maintaining program accreditation (as assigned); providing a positive environment in teaching and learning; and developing and monitoring the division budget with input from the respective program directors.

Essential Functions & Responsibilities:

- | | | |
|---|-----|--|
| E | 30% | Provides support for and monitoring of curriculum, instruction, personnel, clinical experience, and facilities for all Allied Health programs. |
| E | 15% | Develops and maintains (with program director) program budgets, expenditures and travel requests, maintains and monitors approved grant requirements. |
| E | 10% | Directs the coordination, recruitment, and selection of full time and part time faculty. Completes faculty performance evaluations. Communicates results to the vice president for academic affairs for faculty performance evaluations. |
| E | 10% | Provides leadership for programs (with program director input) in meeting and maintaining accrediting and governing body criteria for all Allied Health programs. |
| E | 20% | Instructs 12 credit hours per academic year and directs program. |
| E | 10% | Fosters positive relations with internal and external stakeholders including program directors, faculty, staff, employers, program advisory board members and clinical affiliate organizations. |
| E | 5% | Provides oversight for selective admission, advising, enrollment, retention, graduation and placement processes for Allied Health students. |

Performance Measurements:

1. Work is accurate, thorough, and reliable.
2. Planning processes result in the effective management and completion of day-to-day tasks and longer term goals.
3. Makes decisions that are based on analysis of available facts, timely, and transparent to all involved/ impacted.
4. Works effectively with students, employees, and external stakeholders demonstrating college values, inclusivity, and civility.

Seward County Community College
Structured Compensation - Job Description
Dean of AlliedHealth/Dir of MLT

Data Year: 2018

Prepared On: 04/05/2019

5. Performs personnel evaluations that are timely, provide constructive feedback, and are within the guidelines set by the college.
6. Seeks solutions to difficult situations through listening for understanding, empathy, and honest, open communication.
7. Creates a productive work environment for faculty and staff.
8. Advocates for faculty, staff, and students.
9. Effectively supervise and collaborate with faculty in the development of rigorous and relevant curriculum, syllabi, instructional methods, assessment plans, advising, and professional development.
10. Conducts effective interviews and selection processes for faculty and staff, orients new faculty and staff, and reviews and approves faculty workload.
11. Supervises and collaborates with faculty and external stakeholders in the timely development, implementation and evaluation of instructional programs.
12. Prepares, presents, and manages a budget for each program in collaboration with faculty and the instructional team.
13. Conducts meetings that demonstrate effective decision making, communication, and transparency using the SCCC principles of effective meetings.
14. Develops and supervises course schedules and delivery methods based on stakeholder needs and resource availability.
15. Maintains state and national accreditations of all programs as appropriate and designated by administration.
16. Coordinates the development and annual maintenance of agreements between the college and external institutions and agencies.
17. Effectively participates in the development, management, and reporting associated with external funding sources such as grants.
18. Meets the workload requirements for the position.
19. Maintains a valid driver's license.
20. Establishes, strengthens, and enhances relationships with area businesses, high schools, and post-secondary institutions. Serves on community organizations and boards.
21. Serves on institutional committees and teams such as Academic Affairs Council, Instructional Team, AQIP Steering Committee, and others as needed.
22. Provide oversight for admission process and chair Allied Health Admissions Committee meetings.
23. Allocate 80% of time for Allied Health division administration. Allocate 20% of time for director and instructional duties for designated academic program. Currently Medical Laboratory Technology program.
24. Effectively performs other functions as assigned by the vice president of academic affairs.

Seward County Community College
Structured Compensation - Job Description
Dean of Allied Health/Dir of MLT

Data Year: 2018

Prepared On: 04/05/2019

Knowledge and Skills:

Experience	Two to five years similar or related experience (community college teaching experience/ curriculum development and assessment). Knowledge of leadership and management principles, allied health education curriculum, external registry/certification testing, and program accreditation.
Education	Master's degree in healthcare profession or higher education. Bachelor's degree in appropriate healthcare profession and possesses national/state credential.
Interpersonal Skills	A significant level of trust and diplomacy is required, in addition to normal courtesy and tact. Work involves extensive personal contact with others and/or can be of a personal or sensitive nature. Work may involve motivating or influencing others. Outside contacts become important and fostering sound relationships with other entities (companies and/or individuals) becomes necessary and often requires the ability to influence and/or sell ideas or services to others.
Other Skills	Skills: Effective oral and written communication skills and the ability to implement oral and written directions. Strong financial and project management skills. Working knowledge and experience in using Microsoft Office applications and the ability to learn additional software packages the college may acquire. Utilize an integrated database system for student records, financial management, and appropriate institutional research. Delegation of responsibility and authority. Decision making and problem solving. Interpersonal relations and conflict management. Preparing a variety of reports. Working effectively with a range of constituencies in a diverse community. Reviews problems and related information to develop and evaluate options and implement solutions. Motivates, develops, and directs people as they work and identify the best people for the position. Gives full attention to what others are saying, takes time to understand the points made, and asks questions as appropriate. Determines how money will be spent based on institution and division goals and accounts for expenditures. Use of email and internet for research and communication purposes. Abilities: Work with frequent interruptions. Perform consistently during stress and pressure of deadlines. Encourage and model high standards of ethical conduct among division personnel. Communicate information and ideas in speaking so others will understand. Read and understand information and ideas presented in writing

Seward County Community College
Structured Compensation - Job Description
Dean of Allied Health/Dir of MLT

Data Year: 2018

Prepared On: 04/05/2019

Apply rules to specific problems and produce answers that make sense.
Combine pieces of information to form general rules and conclusions.
Tell when something is wrong or likely to go wrong.

**Physical
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 1 hour at one time with a total of 6 hours
Standing for a period of 1/2 hour at one time with a total of 1 hour
Walking for a period of 1/2 hour at one time with a total of 1 hour
Lifting: up to 5 lbs. frequently and 6-100 lbs. occasionally due to assisting with clinical instruction.
Carrying: up to 5 lbs. frequently and 6-100 lbs. occasionally due to assisting with clinical instruction.
Repetitive Action: use of right and left hand for simple grasping, pushing and pulling, fine manipulating and keyboarding up to 6 hours per day.
Bending, squatting, crawling, climbing and reaching above shoulder level occasionally.
Around moving machinery when in simulation rooms.
Driving occasionally for college activities

Work Environment Regular exposure to unfavorable environments such as weather, body fluids, toxic laboratory & industrial chemicals, or confined, dirty and noisy locations.
Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

Some travel which may require overnight stays.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature