



Classification Description

Job Title: Associate Dean, Allied Health

Pay Grade: Administrator

Job Code: 4238

FLSA Status: Exempt

Job Purpose

This is professional work with the responsibility and authority for all Allied Health Professions Associate Degree, Baccalaureate Degree, and Certificate programs, with the exception of the Nursing program, along with the oversight of the Center of Healthcare Training & Simulation Excellence programs within the School of Health Professions. Oversight includes: curriculum development; facility; faculty, instructional, and assigned administrative personnel; and administrative and instructional activities. Work includes planning, implementing, directing, and evaluating for effective and efficient instructional systems, consistent with College functions, College philosophy, and accreditation standards. This is an administrator on annual contract position with direct report to the Dean, School of Health Professions.

General Responsibilities

Essential Functions

Provides leadership for and direction to faculty, instructional staff, and program personnel in the development and delivery of instruction. For each program of oversight, monitors and provides guidance for the improvement of instructional quality and achievement of program learning outcomes.

Oversees the administration of all assigned Allied Health programs and the Center of Healthcare Training & Simulation Excellence in accordance with accreditation standards, administrative policies and procedures.

Manages enrollment and oversees the development of class schedules and the College catalog entries for the Allied Health programs, in collaboration with the Dean, Program Directors, and faculty leaders.

Provides effective and efficient systems for the delivery and evaluation of program courses, Simulation Education, and healthcare continuing education/training activities.

Monitors the instructional programs and simulation operations, and provides guidance for the improvement of instructional and Simulation Education quality.

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Provides an effective communication system within each program, the Center of Healthcare Training & Simulation Excellence, and appropriate external agencies, which fosters the exchange of ideas, and which provides opportunities for faculty, clinical faculty, Program Directors, and Simulation Center staff to participate in the decision-making process.

Oversees the preparation of the various program budgets with the Program Directors and for the Center of Healthcare Training & Simulation Excellence. Monitors budget expenditures to maximize utilization of available resources.

Provides for an effective organization through the recruitment, hiring, training, evaluation, and motivation of the various program personnel. Develops and maintains an organizational structure that ensures effective and efficient program operations.

Oversees facility modifications or building at various campus sites, including new program development and partnerships, as needed.

Oversees, in conjunction with certified Administrative Assistant, the criminal background check system.

Develops, grows, and maintains satisfactory relationships with community groups, agencies or institutions that provide facilities, state, regional and national agencies, the Florida SouthWestern State College administration, and related health units.

Provides direct instruction, as a professor or guest lecturer, in appropriate courses, when applicable, to advance the goals of the respective program. Direct instruction should not exceed 30% of the Associate Dean's full-time duties.

Assists the Program Directors and Simulation Center staff, in their ongoing role, to maintain applicable national and/or state standards for programmatic accreditation. Monitors timelines and deadlines with Directors.

Collaborates with the Dean on various projects for the School of Health Professions including design of space and learning environment enhancements, and planning and delivery of healthcare training initiatives, programs, and staff development opportunities.

Performs other duties as assigned.

These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail in order to determine if she/he can perform the essential functions of this job with or without reasonable accommodation.

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Knowledge, Skills and Abilities

Minimum Qualifications

An earned Doctorate from a regionally accredited institution of higher education in a relevant healthcare discipline. If earned Master's degree, then completion of Doctorate degree within 24 months of hire.

Four (4) years of full time, professional work experience within a healthcare setting. Work experience to include academic preparation for administration and evaluation, and at least three (3) years of successful experience as a Director or Program Administrator, preferably within a health professions program in a state College, university, or in a related industry setting.

Professional licensure in an appropriate healthcare field within the State of Florida, or eligible.

Preferred certification in Simulation: CHSE.

Successful national program accreditation experience.

Demonstrated successful teaching experience at the collegiate level, including online and other distance learning formats.

Demonstrated knowledge and professional experience in a simulation laboratory setting.

Successful experience in: curriculum design using a variety of instructional tools, evaluation of student performance, and academic counseling.

Demonstrated successful human relations/leadership/management skills.

Personal and educational philosophy compatible with the mission, goals and objectives of Florida SouthWestern State College.

Demonstrated experience using a personal computer, office software such as MS Office and electronic mail.

Must be able to work a flexible schedule that will include travel to other campus sites and may include periodic evening and weekend assignments.

Ability to travel independently for College business.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.

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- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.
- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and be effective working with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess the knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to create working relationships with others to achieve common goals; successfully communicates and collaborates with others to achieve goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak. Routinely requires sitting, bending, stooping, walking. On occasion, incumbents may be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: March 1, 2024.