



Classification Description

Job Title: Dean, School of Health Professions

**Pay Grade: Administrator
Schedule**

Job Code: 2106

FLSA Status: Exempt

Job Purpose

The Dean of the School of Health Professions provides academic and administrative leadership for the School of Health Professions (SHP). The Dean is responsible for the planning, direction, growth, sustainability and evaluation of all programs within the School of Health Professions. Activities include, but are not limited to, Nursing, Emergency Medical Services, Health Information Management, Human Services, Cardiovascular Technology, Radiologic Technology, Respiratory Therapy, and Dental Hygiene/Dental Assisting. This is a senior-level administrator on annual contract position working within the Division of Workforce Programs.

General Responsibilities

Essential Functions

Oversees all Health Professions Programs in accordance with accepted national standards and administrative policies.

Directs programs to attain and consistently meet national accreditation and state approval standards.

Supervises the revision of existing programs to effectively utilize resources as they become available such as grants, new clinical affiliates and dedicated buildings.

Works in collaboration with the Provost/Vice President of Academic Affairs, Vice Provost for Workforce Programs, and internal and external constituencies to research, plan, build and implement new and in demand Health Professions programs.

Provides an effective and efficient system for the delivery and evaluation of curriculum including new program development.

Provides leadership and direction in the selection, hiring, supervision and evaluation of faculty and staff within the School of Health Professions. Monitors student evaluations of all faculty assigned to the Health Professions programs.

Works cooperatively with colleagues and staff College-wide, exhibiting an ability and willingness to engage professionally in shared academic and administrative tasks.

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Anticipates the financial needs and expenditures of the School. Coordinates and monitors the preparation and maintenance of all program budgets. Ensures program departments are processing contracts and personnel actions accurately and within established payroll guidelines and College operating procedures.

Oversees the staff of the programs in both didactic clinical and support areas.

Oversees and is responsible for student recruitment including the advisement and selection of applicants to the Health Professions programs.

Oversees the academic advising and counseling of students enrolled in the various programs and SHP.

Ensures that the program advisory committees meet on a scheduled basis and reports activities to the Provost/Vice President of Academic Affairs regularly.

Directs all SHP program accreditation activities with respective Program Directors. Collaborates in the development of appropriate action plans, as needed. Monitors, anticipates and proactively engages various accrediting organizations to maintain all SHP accreditations.

Coordinates and participates in recruitment activities focused on Health Professions.

Collaborates and participates in Foundation and grant writing activities.

Supports College-wide continuing education and customized training activities in concert with FSW's corporate training team.

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 safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

An earned doctorate in nursing and or clinical specialty, healthcare administration or a terminal degree in another closely related field.

Five (5) years' experience in educational administration at or above the level of Program Director or department chair, preferably in the health professions.

Five (5) years' full-time professional work experience in curriculum design, program administration, instruction, and/or student advisement in a nationally accredited health professions program.

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

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

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.
- Manage significant budget resources and a working knowledge of operational and fiscal analysis techniques.
- Provide leadership in managing the entire program portfolio of school programs including the development of new programs and sunseting existing programs as necessary.
- Execute SHP enrollment management activities.
- Lead SHP accreditation activities.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing, contribute to grant and foundation initiatives.
- 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 and collaboratively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Lead and support college diversity initiatives.

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.

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- 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: June 1, 2011. Revised: December 2, 2011, March 26, 2012, April 2, 2012, November 29, 2012, January 23, 2013, July 1, 2014, August 15, 2017, September 26, 2017, and November 24, 2020.