

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Dean of Health Sciences	FLSA status:	Exempt
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DEPARTMENT:	Instruction	REPORTS TO:	Vice President of Instruction
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Position summary: The Dean is the administrative officer of the Health Science programs, responsible for the supervision of all Health Science faculty and staff assigned to the departments. The primary duties are to ensure that adequate personnel and facilities are available for effective instruction, and to provide effective leadership for planning, growth, and improvement of the programs.

Position responsibilities:

- Provide organizational leadership and support to the instructional programs in the division.
- Coordinate in collecting CB 116 data on all technical programs within the division. Graduate data will be submitted to the Texas Higher Education Coordinating Board by the Dean, School of Professional & Technical Programs.
- Coordinate in collecting Licensure pass rates for students in technical programs within the division. Data will be submitted to the Texas Higher Education Coordinating Board by the Dean, School of Professional & Technical Programs.
- Supervise and evaluate the development and use of human, fiscal and physical resources within the Division of Nursing & Health Sciences.
- Instruct at least one class per semester in his/her discipline.
- Review and evaluate the instructional programs within the division.
- Ensure that courses meet the Commission on Colleges, Southern Association of Colleges and Schools standards
- Research, write, submit, and administer grant proposals for educational activities
- Collaborate with the College to develop and implement a long-range plan and strategy for technical education.
- Maintain and evaluate professional development portfolios and IE assessment data and assist departments in setting standards, collecting and reporting data within the division.
- Identify and develop new programs as needed.
- Recruit and recommend for hire qualified professors and staff.
- Evaluate professors and staff.
- Provide appropriate professional development opportunities for professors and staff.
- Supervise, facilitate, and enhance articulation of instructional programs with secondary and upper level institutions.
- Facilitate advisory committee meetings to ensure sound curriculum development within the division.
- Provide an effective system for student advisement that encourages completion.
- Provide overall guidance for the scheduling of academic and continuing education classes, assignment of professors, and use of facilities.
- Responsible for scheduling and evaluate dual credit as related to the Division of Health Sciences. The division dean will be responsible for dual credit classes within the division. If dual credit classes are taught at a teaching center area that director will work directly with the division dean to provide leadership for those classes.
- Collaborate with department chairs and professors to recruit students for the various programs in the division.
- Collaborate with the Director of Workforce & Continuing Education to offer workforce training that meets the needs of the community.
- Responsible for planning, organizing and supervise all programs of the division.
- Provide academic advising; provide leadership and support to full-time and part-time faculty, on campus and at teaching centers in nearby towns.
- Investigate, develop, implement and coordinate technical and workforce education programs. Must be committed to continuous improvement of the division.
- Assist the directors of the off campus centers for the implementation of classes, instructors, and employing adjunct instructors.
- Develop and maintain relationship with local, state, regional and national agencies.
- Prepare and control the expenditure of approved budgeted funds for the program.
- Maintain written agreements for use of clinical facilities.
- Implement the rules and regulations of external accrediting agencies.
- Serve as liaison between the college and affiliating agencies.
- Assure that the program is maintained current in regard to standards of practice and workforce needs of the community.
- Provide for the orientation of newly hired Health Science faculty and staff.
- Encourage faculty to participate in professional associations, conferences, and activities.
- Participate in professional and community activities for the improvement of health care.

- Remain loyal to the college and its purposes.
- Assist with recruitment and marketing.
- Attend College sponsored events.
- Perform other duties assigned by the Vice President of Instruction.

Minimum Position Requirements:

- A Master's degree required, Doctoral degree in related field preferred
- Must possess high ethical standards; must be able to demonstrate an open, accessible, and collaborative leadership style that encourages teamwork, promotes diversity, and is effective in work with internal and external constituents.
- Must have an interest in students academically as well as contributing to a vibrant student life environment.
- Must demonstrate a record of achievement in policy formulation, strategic planning and budgeting, project administration, complex problem solving and effective written and oral communication skills.
- Must have excellent supervisory skills, including significant experience in supervise a large culturally diverse management team including a commitment to professional development, partnering, campus-community relations, equal opportunity and diversity support of the College's teaching and service mission.
- Experience with the accreditation process of the Southern Association of Colleges and Schools or another regional accrediting body is desired

Knowledge, Skills, and Abilities Required:

- Strong and effective interpersonal, organizational, analytical, and communication skills.
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Skill in budget preparation.
- Ability to work with a diverse team in a fast-paced environment.
- Maintain professional competence in area of responsibility.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.