DIRECTOR OF ALLIED HEALTH
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of Allied Health is responsible for providing direction, coordination, and supervision to all allied health programs and facilities. Position duties include community outreach, facility development and oversight, recruitment of faculty, staff, and students.

SCOPE

Under the direction of the Division Dean for Health, Athletics, Wellness, and Kinesiology (HAWK), the Director of Allied Health supervises all allied health instructional programs including Nursing, Dental Hygiene, Radiological Technology, and Medical Assisting. The Director of Allied Health serves as the college representative for all allied health programs and provides budget direction, policy implementation, and leadership for those programs.

EXAMPLES OF DUTIES

- Directs and coordinates all allied health programs and facilities (E)
- Coordinates and provides allied health community outreach activities including business partnerships; student and staff recruitment; articulation with high schools, regional occupational programs, and universities; and public relations, which may require driving to offsite facilities (E)
- In cooperation with allied health program directors, supervises, orients, evaluates performance, and provides leadership to assigned academic and classified employees in the allied health programs (E)
- Works with program directors and the Division Dean to hire faculty and staff and provide staff development (E)
- Facilitates faculty projects, including curriculum development, professional accreditation, student success measures, and other aspects of program support (E)
- Initiates, monitors, and manages contractual agreements between educational facility and clinical facilities (E)
- Oversees and implements health and safety regulations including but not limited to: Occupational Safety and Health Administration (OSHA) (E)
- Participates in the resolution of student grievances, student problems and complaints (E)
- Develops and administers the annual operating budget, in conjunction with the program directors of the allied health programs (E)
- Prepares a variety of reports and correspondence appropriate to assignment (E)
- Chairs or serves on various college committees as appropriate
- Performs related duties as required or assigned

(E) = designates an essential function

QUALIFICATIONS

Education and Experience:

- A Master’s degree or higher from an accredited college or university that encompasses knowledge and skills about health education and/or health care systems, preferably in a field connected to one or more of the allied health programs
QUALIFICATIONS (continued)

- Three years of experience in an administrative position, preferably in a healthcare or educational setting, which included budget administration
- Experience and/or education that includes knowledge of workforce development, preferably in the healthcare field

Knowledge of:

- And commitment to the mission of a comprehensive community college
- Current standards for the allied health occupations
- Safety regulations related to allied health occupations including oversight of student, faculty, and staff compliance with health and security screening regulations
- And commitment to staff diversity, including equal opportunity

Ability to:

- Manage projects involving quality improvement and institutional change
- Form partnerships between multiple stakeholders
- Facilitate faculty projects such as curriculum development, professional accreditation, student success measures, and other aspects of program support
- Initiate, monitor and manage contractual agreements between educational facility and clinical facilities
- Communicate effectively orally and in writing
- Communicate effectively with students from a wide variety of cultural and ethnic backgrounds
- Effectively utilize conflict resolution and mediation skills
- Effectively lead and motivate faculty and staff in a collegial and shared governance environment
- Operate a computer and various software such as word processing, spreadsheet, and database, and ability to interact with MIS systems for managing and monitoring budgets, enrollments, and other data
- Consistently perform under the pressure of deadlines and other administrative demands

LICENSES AND OTHER REQUIREMENTS

- Possession of and ability to maintain a valid California driver's license and a safe driving record during the course of employment

WORKING CONDITIONS

Environment:

- Office and clinical practice environment
WORKING CONDITIONS (continued)

Physical Demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and analyze financial and statistical reports
- Mobility to perform on-site visits to numerous healthcare facilities

AUTHORITY AND RESPONSIBILITY

The Director of Allied Health provides direct supervision to the faculty, staff, and program directors of the Nursing, Dental Hygiene, Radiological Technology, Medical Assisting, and other allied health programs.

Approved: August 2, 1999
Revised: June 7, 2004
Revised: June 10, 2013