DIRECTOR OF ALLIED HEALTH
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of Allied Health serves as the Director of Nursing and 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 Chair of the BECHO Division, the Director of Allied Health directs the Nursing program and supervises all allied health instructional programs including the Dental Hygiene, the Radiological Technology, Medical Assistant and Health and Wellness Center programs. 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

Duties include but are not limited to the following:

1. Directs and coordinates all aspects of the nursing programs, following Board of Registered Nursing (BRN), Board of Vocational Nursing and Psychiatric Technician (BVNPT), Board of Consumer Affairs, and Cabrillo College policies. (E)
2. In cooperation with individual allied health program directors, orients, supervises, evaluates performance, and provides leadership to assigned academic and classified employees in the allied health programs. (E)
3. Works with program directors and the BECHO Division chair to hire faculty and staff and provide staff development. (E)
4. Coordinates all allied health programs and facilities. (E)
5. Coordinates and provide allied health community outreach activities including business partnerships; student and staff recruitment; articulation with high schools, regional occupational programs, and universities; and public relations. (E)
6. Manages the use and maintenance of the Health and Wellness Center. (E)
7. Oversees and implements health and safety regulations including but not limited to Occupational Safety and Health Administration. (OSHA). (E)
8. Participates in the resolution of student grievances, student problems or complaints. (E)
9. Develops and administers the annual operating budget, in conjunction with the program directors of the allied health programs. (E)
10. Prepares a variety of reports and correspondence appropriate to assignment. (E)
11. Chairs or serves on various college committees as appropriate.
12. Performs related duties as required or assigned.

(E) = designates an essential function
QUALIFICATIONS

Education and Experience:

Education and experience as published by the Board of Registered Nursing (BRN):

- Possession of a valid, current California license as a registered nurse and a Master’s degree in nursing and a California Public Health Nurse certificate
- Three years of experience in an administrative position, which included budget administration:
  - Director or Assistant Director of Nursing OR
  - Administrative responsibility in a professional program in nursing education OR
  - The equivalent which is an academic year of two semesters or three quarters which is equivalent to one year of administrative experience
- Two years of experience in teaching pre- or post-licensing in a nursing program (an academic year is defined as two semesters or three-quarters; full-time teaching is preferred)
- Three (3) years as a Registered Nurse two of which shall have been in teaching or clinical supervision, or a combination thereof, in a state accredited or approved registered nursing, vocational, practical nursing, or psychiatric technician school within the last five (5) years; or a minimum of three years experience in nursing within the last five (5) years

Knowledge, Skills and Abilities:

- Knowledge of and commitment to the mission of a comprehensive community college
- Knowledge of current standards for the allied health occupations
- Knowledge of safety regulations related to allied health occupations
- Demonstrated ability to communicate effectively orally and in writing
- Demonstrated ability to communicate effectively with students from a wide variety of cultural and ethnic backgrounds
- Demonstrated ability to utilize conflict resolution and mediation skills
- Demonstrated ability to effectively lead and motivate faculty and staff in a collegial and shared governance environment
- Demonstrated commitment to staff diversity, including affirmative action and equal opportunity
- Basic computer skills
- Ability to consistently perform under the pressure of deadlines
LICENSES AND OTHER REQUIREMENTS

- Possession of a valid, current California license as a registered nurse
- Valid California driver’s license

WORKING CONDITIONS

Environment:

- Office and clinical practice environment

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

AUTHORITY AND RESPONSIBILITY

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

Approved: August 2, 1999