NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Dean of Allied Health

Department: Instruction/Allied Health
FLSA Status: Exempt
Grade/Level: Admin/Prof

Job Status: Full Time
Reports To: Executive Vice President for Instruction

Amount of Travel Required: As needed

Positions Supervised: Administrative Assistant to Dean, Director of Dental Hygiene, Director of Nursing, EMS Coordinator, Director of PTA Program, Director of Medical Assisting Program, Director of Laboratory Technology

Contract Length: 12 months

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

PURPOSE: The Dean of Allied Health Professions provides College-wide leadership for allied health credit and non-credit education. The position has responsibility for marketing, management, and assisting in curriculum design of educational programs that serve employers’ and employees’ needs. The Dean works closely with health industry partners to determine program development needs, to design innovative curricula that enhance employees’ skills and knowledge and comply with professional accreditation requirements, to recruit students and faculty, and to manage the operational logistics of major grants and contracts. This position serves as liaison with outside agencies, community organizations, and other constituencies within the college.

MAJOR RESPONSIBILITIES:

- Provide leadership for allied health education programs: Dental Hygiene, Emergency Medical Services, Medical Assisting, Medical Laboratory Technician, Nursing, and Physical Therapy Assistant
- Provide leadership for allied health continuing education programs.
- Conduct health industry research and analysis including appropriate market research, data collection, and analysis, as well as educational research in the allied health field.
- Coordinate the annual and long range departmental planning and evaluation processes and budgeting as related to allied health education.
- Assume primary responsibility for recruitment of students for allied health programs. Provide leadership for and coordinate student recruitment activities of faculty.
- Oversee allied health educational programs, including design and revision of courses; identification of resources; coordination of course offerings, registration, and evaluation.
- Maintain currency in and enforce college policies and procedures, as well as state and federal regulations related to allied health education.
- Seek grant funding sources related to allied health education.
- Ensure compliance with state mandated performance measures and utilize data for continual program improvement.
- Recruit and recommend the employment of both full-time and part-time faculty and ensure credentials comply with all applicable licensing and accreditation requirements.
- Supervise and evaluate directly reporting faculty and staff.
- Assume a leading role in the advisement of students in the allied health fields and serve as information/resource person for the public.
- Assist students and others with the resolution of concerns and complaints.
- Develop effective partnerships with healthcare industries in the identification of training needs. Serve as the College’s liaison with these industries.
- Coordinate the functioning of allied health program advisory committees.
• Attend regional, state-wide, and national meetings in order to maintain professional growth and represent the College.
• Assist in carrying out the mission of the College by serving as a member of the instructional leadership team.
• Serve on institutional committees as directed by the President or Vice President for Instruction and Student Development.
• Perform other duties as assigned.

Position Characteristics:

The Dean of Allied Health Professions must be an excellent thinker, planner, and organizer. This position calls for a person who can develop, build, and maintain strong relations and provide leadership for the faculty in the allied health division, participate as a member of the College’s instructional leadership team, and represent the College in the community. Must possess knowledge of budget planning/management, statistical research and program evaluation, and accreditation processes including SACS, THECB, and program-specific accreditation agencies.

The Dean of Allied Health Professions must have the ability to work independently; exercise discretion and sound judgment in decision making; respond to critical matters effectively; and represent the college in a professional manner. Must be committed to a collaborative work environment and high quality service to constituents. Extensive knowledge of curriculum development, allied health education, and related state/federal legislation and initiatives.

ADDITIONAL ESSENTIAL POSITION FUNCTIONS:

• May exceed 40 hours per week on a consistent basis, including evenings and weekends.
• Visible and available on campus during the standard 40 hour work week.
• Available as necessary via phone, email and text including evenings and weekends.

QUALIFICATIONS:

The Dean of Allied Health Professions must possess a Master's degree, with a doctorate degree preferred, and possess credentials for teaching in one of the disciplines in this division. Minimum five years of experience in higher education, including teaching in a field of allied health professions.

Must have administrative experience, proven leadership skills, and the ability to design and implement effective programs in the area of allied health education. Must possess excellent written and oral communication skills, and an ability to provide vision for projects while attending to daily operational details. Must demonstrate a collaborative leadership style.

SIGNATURES:

_____________________________________________  __________________
Dean of Allied Health Professions     Date

_____________________________________________  __________________
Executive Vice President for Instruction     Date

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President        Date

Job Description Developed: May 2006
Reviewed:
Revised: 6/2010; 8/2013
By: Diana Hall
Preparer: Dr. Ron Clinton and Dean Betty Brock