



Classification Title: Associate Dean, Nursing Education

Department:	Nursing Education	EEO6 Code:	1
Employee Group:	Administrative Association (Educational Administrator)	Salary Grade:	72
Supervision Received From:	Dean, Instructional, Mathematics, Science, and Engineering	Date of Origin:	2/2024
Supervision Given:	Assigned administrators, supervisors, faculty, classified, hourly, and volunteer staff	Last Revision:	2/2025

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Responsible for the leadership, administration, planning, and development of the District's Nursing Education Department and its Registered Nurse (RN) educational program; ensures the quality of the program and its compliance with relevant laws, regulations and external accreditation standards; supervises assigned employees.

DISTINGUISHING CHARACTERISTICS.

The Associate Dean, Nursing Education is a stand-alone educational administrator classification distinguished from the District's other educational administrator classes in its responsibility for overall leadership, instruction, and operations of the Nursing Education Department and its instructional program.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Performs full supervisory activities in accordance with relevant District policies, procedures, and applicable employee contracts/handbooks, which includes selecting and training new employees; planning, assigning, scheduling, and evaluating completed work; approving overtime/compensatory time; preparing and signing employee performance evaluations; recommending reclassifications; responding to grievances and taking appropriate disciplinary action; and performing related supervisory activities.
2. In conjunction with Nursing Education faculty and in collaboration with the Dean, develops and reviews curriculum for the RN program; assures regular review and revision of courses of study, implementing applicable regulations, accreditation requirements, course classification, methods of instruction, taxonomy of programs, and other required information as required for RN programs by the California Board of Registered Nursing (BRN).
3. Leads regulations and accreditation studies for the RN program under the BRN, Accreditation Commission for Education in Nursing (ACEN) and other accreditors; reviews the program for compliance with accreditation standards and federal, state, and local laws; prepares regulatory reports for the BRN and prepares accreditation reports to submit to accreditors; in conjunction with Nursing Education faculty, identifies and implements necessary modifications to the RN program to assure continuous compliance with accreditation and regulatory requirements.
4. In collaboration with the Dean and Department Chair, develops the Nursing Education schedule of classes to meet the needs of students based on enrollment trends; reviews the assignment of faculty to classes and clinical sites; monitors the faculty workload for compliance with the faculty bargaining agreement each semester; assures accurate and timely attendance reporting for all courses offered in the department.

5. Identifies and partners with local hospitals, clinics, and other healthcare organizations to serve as clinical agencies for clinical instruction; prepares and implements contracts with clinical agencies in accordance with BRN requirements; reviews and assesses clinical agencies' compliance with District and BRN requirements; collaborates with clinical agencies to strengthen Nursing Education's clinical program and address deficiencies; maintains clinical placement activities and consortium duties in collaboration with the Department Chair.
6. Oversees recruitment, outreach, and student support programs; develops student support programs in Nursing Education to facilitate student success; in collaboration with the Department Chair, monitors fulfillment student learning outcomes.
7. Oversees the application process for admissions to the RN program and student eligibility; oversees admissions to RN licensing test and other required exams.
8. In collaboration with the Dean and Department chair, exercises leadership in the development and monitoring of the budget and manages fiscal resources consistent with District policy and sound financial management principles.
9. Develops and implements policies and procedures for the RN program in accordance with BRN, and accreditation agencies, state, and District requirements.
10. Researches, writes, and submits grants for external funding to support Nursing Education programs and services; seeks and obtains other sources of supplemental funding; coordinates the implementation of additional funding.
11. Serves as a liaison between Nursing Education and District departments, clinical agencies, accrediting bodies, external nursing education programs, local K-12 schools, and other relevant organizations; builds and maintains collaborative relationships with external partners for purposes of enhancing Nursing Education's programs.
12. Oversees the collection and maintenance of program data required by state regulations and accreditation agencies; prepares year-end program and other periodic reports.
13. In collaboration with the Department chair, leads the District's program review and planning process (PRP) for Nursing Education; working with department faculty and employees as appropriate, identifies program goals and objectives, student learning outcomes, achievements, and areas of improvement; prepares annual progress reports on the fulfillment of PRP goals and objectives.

Marginal Functions:

1. Participates in/on a variety of committees, task forces, boards, meetings, and/or other related groups in order to receive and/or convey information.
2. Participates in shared governance through service on planning and/or operations committees and task forces.
3. Performs duties in accordance with the regulation in the Director's handbook per the BRN.
4. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education: Must meet all of the following qualifications listed in 1) through 4) below pursuant to the California Code of Regulations, Title 16, § 1425(a):

- 1) A Master's or higher degree from an accredited college or university which includes course work in nursing, education or administration;
- 2) One (1) year experience as an administrator with validated performance of administrative responsibilities consistent with section 1420(h);
 - a. Administrative position is defined as a director or assistant director whose responsibility and accountability includes coordinating, directing, fiscal planning, and all activities involved in developing, implementing and managing the nursing program.

- b. Administrative responsibility:
 - i. in a registered nursing education program, which includes diploma, associate, baccalaureate and post-licensure RN programs; or
 - ii. the registered nurse administrator of a hospital professional nursing education services program.
- c. An academic year of two (2) semesters or three (3) quarters will be regarded as equivalent to one year's administrative experience.

- 3) Two (2) years' experience teaching in pre- or post-licensure registered nursing programs; and
- 4) One (1) year's continuous, full-time or its equivalent experience direct patient care as a registered nurse or clinical instructor; **OR** equivalent experience and/or education, as determined by the BRN.

Licenses/Certificates:

- 1. Current license or eligibility for licensure as a Registered Nurse in the State of California.
- 2. Possession of a valid, current California driver's license by time of appointment.

Preferred Qualifications:

- 1. Coursework beyond the minimum qualifications in Nursing or a related field.
- 2. Teaching experience in a pre-licensure registered nursing program.
- 3. Experience with grant writing.
- 4. CPR certified.
- 5. Participation in local and/or national nursing organization.

Knowledge of:

- 1. Principles and practices of administration, supervision and training.
- 2. RN instructional program curriculum, instruction, student outreach and recruitment, and practices.
- 3. Matriculation process, objectives, policies and regulations.
- 4. Advanced research methods and report writing techniques.
- 5. Budget preparation and control.
- 6. Pertinent federal, state and local codes, laws and regulations, including the California Education Code, Title 5 and Title 16 of the California Code of Regulations, and BRN and ACEN requirements for an RN instructional program.
- 7. BRN regulations and ACEN accreditation standards.
- 8. Educational goals and objectives of an RN instructional program.
- 9. Basic accounting principles and practices.
- 10. Public relations principles and practices.
- 11. Marketing and promotional principles and practices as they apply to student recruitment.
- 12. Community college organization, operations, policies, and objectives.

Skill in:

- 1. Supervising, training and directing the work of others.
- 2. Utilizing a computer and related software applications.
- 3. Analyzing and troubleshooting difficult situations accurately and adopting effective courses of action.
- 4. Establishing and maintaining effective working relationships with those contacted in the course of work.
- 5. Developing and maintaining departmental budgets.
- 6. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, age, cultural, physical or mental disability, medical condition, gender, gender expression, gender identity, sex, sexual orientation, nationality, race, and ethnic backgrounds of community college students, faculty, and staff.

7. Interpreting complex data and information.
8. Reading, interpreting, applying, and explaining rules, regulations, policies, and procedures.
9. Communicating clearly and concisely, both orally and in writing.
10. Maintaining accurate and complete records.
11. Maintaining confidentiality and exercising discretion.
12. Designing, developing, and implementing comprehensive research projects, including accreditation studies.
13. Guiding, facilitating and supporting the development and maintenance of the institutional strategic planning process.
14. Responding effectively to all situations/incidents using sound judgment and decision-making skills.
15. Working independently with little direction.
16. Planning and organizing work.
17. Meeting schedules and timelines.
18. Using discretion in responding to difficult persons and situations promptly and effectively.
19. Preparing reports by compiling and organizing data from a variety of sources.

WORKING CONDITIONS.

Environmental Conditions: The employee works under typical office conditions with extensive exposure to computer screens and contact with faculty, students, other departments and the public.

Physical Conditions: Essential and marginal functions require mental and physical fitness to perform necessary job functions with or without accommodation. Position requires travel to District and other locations, including clinical facilities.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.