

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Associate Dean of Allied Health/Director of the Nursing Education Program

DEPARTMENT: Allied Health

DIVISION: Instruction-CTE

REPORTS TO: Academic Dean - Craig

SUPERVISES: Nursing Faculty: Full time, Part time, Clinical Adjunct Instructors, Nurse Aid Coordinator, Nurse Aide Adjunct Instructors, Coordinator of the Nursing Program, Radiology Tech faculty and staff, Mental Wellness faculty and staff

FLSA: Exempt X Non-Exempt

DOCUMENT STATUS: New/Date: 9-13-2022 Revision #: 9 Date: 9-22-2023

TRAVEL: Occasional travel to our Rangely Campus and clinical locations will be an expectation of this position

SALARY: \$90,000.00 - \$100,000.00 (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

SICK LEAVE: 10 hours/month **ANNUAL LEAVE:** 15 hours/month

COLLEGE-WIDE X **CAMPUS:** RANGELY X **CRAIG**

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE:

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

The Associate Dean of Allied Health/ Director of Nursing Education Program (DNEP) functions within the mission, philosophy, and procedures of CNCC and the policies of the Colorado Community College System; plans, organizes, and supervises the college Nursing Program, CNA Program, Radiology Tech Program, Mental Wellness Program.

ADMINISTRATIVE DUTIES:

- Nursing Accreditation Responsibilities

- Direct, perform, insure, and document all activities required and or suggested by external accreditation bodies and appropriate licensing boards/agencies. These activities include, but are not limited to, the preparation of self-studies, annual reports, and mitigation of program deficiencies.
 - Provide current written job description to the Colorado State Board of Nursing for all faculty positions.
 - Serve as contact person for the department with regard to state, professional, and accrediting groups, the community, and other external contacts.
 - Coordinate curriculum development, review and comprehensive assessment of curriculum with members of department and CCCS Program Directors that meets Program, College, CCCS, and accreditation standards. Assure didactic instruction and clinical and laboratory experiences reflect an /understanding of the program philosophy, objectives, and curriculum.
 - Schedule and conduct regular, meaningful Nursing Program Advisory Board meetings.
 - Obtain, within one year of hire, CTE Credential
- College Responsibilities
 - Participate in scheduling CNCC Nursing and Nurse Aide courses, ordering textbooks, making faculty assignments, and preparing work load distribution.
 - Assure timely Department meetings, that minutes are recorded, and Nursing Faculty actively participate.
 - Meet deadlines: Syllabi, textbook orders, semester schedules, as well as graduation preparations for Nursing students (pinning, graduation luncheon, NCLEX-RN review)
 - Guarantee that Nursing Students are made aware of opportunities to apply for scholarships and honors throughout the program. Assure that all deadlines and parameters are met for the awards.
 - Support the activities of the Student Nurse Association by soliciting a Nursing Faculty member to sponsor the organization.
 - Assure that student concerns related to faculty, department, and program are managed appropriately.
 - Attend and participate in suitable CNCC committee meetings, including Assessment Committee; and community service opportunities as assigned.
 - Develop and maintain student advising activities. Coordinate with Nursing Faculty and Nurse Aide Director regarding advising needs of nursing students. Identify and advocate for services needed by students.
 - Coordinate nursing student recruitment with appropriate departments. Oversee application process and student selection. Assure admission standards are in alignment with best practices in nursing education. Assist in the development, evaluation, and revision of student admission, progression, retention, and graduation policies within CNCC.
 - Serve on the CCCS Nursing Program Directors Committee and other state nursing organization committees; acts as a liaison to other agencies and schools of nursing to facilitate information sharing, collaborative problem-solving, adequate provision of support services, and promotes positive public relations and understanding of the CNCC Nursing Program. Maintain applicable professional association memberships.
 - Develop and maintain ongoing relationships with the health care community.
 - Allied Health Program Responsibilities
 - Directly supervise program directors/lead faculty in Nursing, Radiology Tech, and Mental Wellness programs.

- Supervise industry compliance accreditation (where necessary) for all Allied Health programs.
- Responsible for maintaining clinical facility relationships/contracts for all Allied Health programs.
- Responsible for faculty and staff evaluations in all Allied Health programs.
- Responsible for recruiting of faculty and staff in all Allied Health programs.

- Nursing Faculty Responsibilities

- Direct recruiting and selection of Nursing Faculty for employment, design and monitor development plans for Faculty, conduct Faculty performance reviews, and participate in faculty promotion and retention, and recommendations for professional development. Responsible for writing contracts for Faculty, Adjuncts, and Nurse Aide Director.
- Plan, monitor, and evaluate the instruction provided by Nursing Adjunct instructors.
- Determine, with the Division Chair, the need for additional Faculty release time for administrative duties.
- Promote teaching excellence, professional development, currency in field of expertise, and service to the college and community for DNEP, Nursing Faculty, and Nurse Aide Director.

MINIMUM/ESSENTIAL QUALIFICATIONS:

Education and Training

- Mandatory: Nursing Doctorate or Master's with Doctorate in progress/willingness to pursue a Doctorate
- Two years of full-time, or equivalent, experience in teaching in an approved Nursing Education Program.
- Educational preparation or experience in teaching and learning principles including curriculum development and administration. Broad knowledge of the budget process. Able to communicate effectively verbally and in writing in English.
- Willing to travel for Program Director meetings.

Licensure/Certification

- Must have unencumbered, current Colorado Registered Nurse license.
- Current American Heart Association BLS certification or obtain certification within first six months of hire.
- CTE Certification or obtain certification within first year of hire.

Other Qualifications

- Knowledge and ability to teach both theory and clinical skills.
- Computer literate, especially with a variety of classroom technology.
- Good oral and written communication skills.
- Ability to work with confidential matters.
- Good interpersonal skills.
- Good organizational skills.
- Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem-solving, and honest communication.
- Build trusting relationships by acting with integrity, courtesy, and responsibility.
- Dress appropriately for a workplace with frequent customer service interaction and community outreach.
- Meet all required standards of confidentiality and safety.

Equipment/Machine Operation/Software

- ✓ Computer/Printer
- ✓ MS Office (Word, Excel, Outlook)
- ✓ Multi-line phone system
- ✓ Video/Audio Equipment

APPLICATION INSTRUCTIONS:

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu.

You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS:

In an 8 hour workday, this job requires:

N/A = Not Applicable
 R = Rarely (less than ½ hour per day)
 O = Occasionally (1/2 - 2.5 hours per day)
 F = Frequently (2.5 - 5.5 hours per day)
 C = Continually (5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting				X		
Stationary Standing				X		
Walking				X		
Ability to be Mobile				X		
Crouching (bend at knees)			X			
Kneeling/Crawling			X			
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing			X			
Reaching Overhead			X			
Reaching Extension			X			
Manual Dexterity			X			
Pushing/Pulling						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.		X				
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					
Lifting/Carrying						
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.	X					
76 - 100 lbs.	X					

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					X	
Talking on Telephone				X		
Hearing in Person					X	
Hearing on Telephone				X		
Vision for close work					X	
Other Sensory Requirements				X		
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)					X	
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)				X		
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					X	
Other environmental requirements:	X					

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____