

# Job Description

Position Title: Director of Allied Health

Job Group: Academic Affairs

Job Level Group: Director

FLSA Status: Exempt

## Position Summary:

The Director of Allied Health provides administrative support to the Dean in specific areas of faculty and staff evaluation, budget development and management, grant development and compliance, and student related issues. Serves as the division's liaison to other areas and divisions within the College. Supports daily operations of the division, as directed by the Dean. Coordinates division initiatives including professional development and facilities management.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides leadership for the division and assumes administrative responsibility in the absence of the Dean. Communicates and departmental concerns to the Dean and College initiatives to the division staff. Maintains current knowledge of trends and innovations for community college programming. Prepares annual reports of division accomplishments and concerns for the Dean's approval.
2. Supports Curriculum and Program Development and Improvement Works with faculty and chairs to align requirements for further education and career advancement. Plans curriculum additions, modifications, and deletions. Sets priorities for resource needs. Provides program analyses. Oversees promotion, organization, coordination, and evaluation of the courses and curricula of the division.
3. Works with staff to coordinate student retention efforts and enrollment management. Serves as division liaison to advisors. Investigates, compiles, and prepares recommendations for resolving student issues and academic complaints. Evaluates requests for course repeats, exceptions, waivers, credit by exam and other student petitions.
4. Identifies and implements Student Learning Outcomes to assess and improve learning at the program and divisional level. Monitors and measures success rates.
5. Supervises and evaluates the performance of assigned staff. Assists Chairs with recruitment, hiring, and developing the adjunct faculty pool. Assists Dean with recruitment and selection of full time faculty. Assists in assigning faculty to classes.
6. Works with Chairs to prepare schedule of classes. Assists planning for schedules, catalog information, program information, and multi-year instruction. Monitors schedules and faculty and staff workload throughout the semester.
7. Supports Community Relations and Outreach. Serves on College committees in a team environment. Acts as division liaison to other areas and divisions within the College in support of division operations.
8. Assists budget development and administration of operating budget, grant development, and compliance. Coordinates division technology and instructional resource planning and management.

9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

### **Knowledge, Skills, and Abilities:**

- Knowledge of internal and external customer service principles and practices
- Knowledge and application of organizational and time management principles
- Knowledge of principles and methods for promoting programs and services
- Knowledge of project management principles
- Knowledge and application of various instructional methodologies
- Ability to apply analytical and critical thinking skills as well as draw conclusions and prepare accurate reports of results
- Ability to apply effective written and verbal communication skills

### **Supervision:**

- Supervises work of others, including planning, assigning and scheduling work, reviewing work and ensuring quality standards, training staff and overseeing their productivity, and signing employee(s) performance evaluation. May have responsibility for making decisions on hiring, termination and pay adjustments.

### **Independence of Action:**

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Master's degree in one of the disciplines of the division or a closely related field of study required.
- Doctoral degree in Administration or a closely related field of study preferred.

- Three (3) to five (5) years of related experience with teaching and supervision in college administration.
- Five (5) to eight (8) years of related experience with planning, management, and supervision of curriculum and instruction preferred.
- Three (3+) years of supervisory responsibilities.

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Pre-employment Background Check Required
- On-call rotation duties
- Some evening or weekend work hours