



Dean, Health Sciences, Nursing and Physical Education  
Health Sciences, Nursing and Physical Education

HS/1

**JOB SUMMARY**

This position is responsible for directing the operations of the Division of Health Sciences, Nursing and Physical Education.

**MAJOR DUTIES**

- Plans, coordinates and monitors all components of the division.
- Supervises faculty and staff assigned to the division.
- Mentors new faculty.
- Assesses and plans for new programs and the revision of existing programs.
- Develops and implements long-range division plans and goals.
- Plans and participates in student recruitment activities.
- Advises students in academic coursework.
- Serves on community, advisory, division and college committees.
- Seeks grants to support division and college programs.
- Assists in the preparation of specialized accreditation.
- Develops and conducts educational programs for the community.
- Recruits and screens for faculty appointments.
- Evaluates faculty and staff assigned to the division.
- Monitors division budget.
- Acts as division representative to program advisory committees.
- Teaches courses in area of educational background
- Performs related duties as assigned.

**KNOWLEDGE REQUIRED BY THE POSITION**

- Knowledge of the field of health science, nursing and physical education.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of budget development and management principles.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill in the delegation of responsibility and authority.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

**SUPERVISORY CONTROLS**

The Vice President for Academic Affairs assigns work in terms of division goals and objectives. The supervisor reviews work through conferences, reports, and observation of school activities.

## **GUIDELINES**

Guidelines include college policies and procedures; Commission on Dental Accreditation guidelines; Joint Review Committee on Education in Radiologic Technology guidelines; Accreditation Council on Occupational Therapy Education guidelines; Commission on Accreditation in Physical Therapy Education guidelines; Commission on Accreditation of Allied Health Education guidelines; Commission on Accreditation for Health Informatics and Information Management Education guidelines; National Accrediting Agency for Clinical Laboratory Sciences guidelines; Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions guidelines; Southern Association of Colleges guidelines; and the faculty handbook. These guidelines require judgment, selection and interpretation in application. This position develops division guidelines.

## **COMPLEXITY/SCOPE OF WORK**

- The work consists of varied management duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to direct the operations Division of Health Sciences. Success in this position contributes to the successful recruitment and training of qualified students.

## **CONTACTS**

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, directors of hospitals and other health care organizations, representatives of the Board of Regents, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

## **PHYSICAL DEMANDS/ WORK ENVIRONMENT**

- The work is typically performed while sitting at a desk or table or while intermittently sitting, standing or stooping. The employee occasionally lifts light objects and utilizes the sense of smell.
- The work is typically performed in an office.

## **SUPERVISORY AND MANAGEMENT RESPONSIBILITY**

This position has direct supervision over Director of Cardiovascular Technologies (1), Director of Radiologic Science (1), Director of Dental Hygiene Program (1), Director of Medical Sonography (1), Director of Emergency Medical Services Program (1), Director of Health Information Technology Program (1), Director of Medical Laboratory Technology and Histology Technology Program (1), Director of Occupational Therapy Assistant Program (1), Director of Physical Therapy Assistant Program (1), Director of Polysomnographic Technology Program (1), Director of Respiratory of Care Program (1), and Senior Administrative Assistant and Online Support Specialist (2), Chair of Nursing (1) and Chair of Physical Education (1).

## **MINIMUM QUALIFICATIONS**

- Knowledge and level of competency commonly associated with the completion of a doctoral degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.
- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.