

<b>Pay Grid:</b>	<b>K4</b>
<b>Status / FLSA Status:</b>	Full Time / Exempt
<b>Classification:</b>	Administration
<b>Department:</b>	Academic Affairs
<b>Reports to:</b>	Vice President for Academic Affairs
<b>Work Location:</b>	Main Campus

**POSITION SUMMARY:** To provide leadership to division staff, including full-time and part-time faculty in the area of health professions/occupations. Programs include Nursing (RN, LPN, CNA), CMA, and Phlebotomy. Manage the operations of the division, support assessment and improvement of student learning, and work collaboratively with other College leaders in creating and sustaining a culture that promotes student learning and responds to the needs of the Illinois Valley community. Responsible for working with the appropriate faculty as far as (re)accreditation of each programmatic field.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- A. Provide leadership in the assessment and improvement of student learning within the division.
- B. Provide leadership in the planning, promotion, coordination and evaluation of the academic offerings of the division, including new program and course development, updating existing curricula, and maintaining required records.
- C. Assist the Vice President for Academic Affairs in recruiting qualified faculty; manage the selection of division personnel according to established procedures.
- D. Recommend a schedule of classes and instructor assignments for the division in accordance with approved scheduling and faculty load guidelines.
- E. Supervise personnel assigned to the division, including evaluation of performance, ensuring that development needs are identified and met, and assist staff in the continuous improvement of division activities.
- F. Serve as a member of the Dean's Council, Administrative Cabinet, and all other relevant committees, representing the division in strategic planning and implementing institutional effectiveness measures.
- G. Plan and conduct meetings and assist other division members in planning and conducting meaningful advisory committee meetings, as appropriate.
- H. Ensure that division staff is well-informed about college activities as well as state and national trends in community college education and within the general academic areas of the division.
- I. Promote faculty involvement in decision-making and college governance as part of professional development planning.
- J. Assist in the development of offering day and evening courses, off campus sites, and distance learning activities and applications of instructional technologies for health care providers.
- K. Develop and manage the division budget.
- L. Manage activities necessary to support the instructional functions of the division, including planning; requisition of equipment, technology, materials and textbooks; control and inventory of physical property; and assisting in the selection of library and media acquisitions.
- M. Prepare and submit annual reports of division accomplishments, including evidence supporting the division's contribution to the continuing increases in institutional effectiveness.
- N. Evaluate the Director of Nursing, and program coordinators within the division.
- O. Base decisions and recommendations to/requests of the Vice President for Academic Affairs on analysis of relevant data and information.

#### **OTHER DUTIES AND RESPONSIBILITIES:**

- Continually strive to achieve the College Mission, Vision and Purposes, and model the College's Valued Practices.
- Ensure that the development needs of division faculty and staff are met.
- Maintain contact with faculty and students at the classroom level so that teaching/learning issues are clearly understood and addressed.

- Support institutional planning efforts by leading division-level planning and in a manner that ensures a process that is inclusive, collaborative, and consensus-based; that the results are strategic and designed to achieve the College mission as well as related division priorities; and that implementation is continually monitored and evaluated.
- In cooperation with the Vice President for Academic Affairs, develop an annual professional development plan.

**SUPERVISORY RESPONSIBILITIES:** yes

**QUALIFICATIONS:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. Master's Degree in a Healthcare field required.
2. Two years of experience as an instructor in the Healthcare field required.
4. Proven teaching, administrative, and leadership abilities strongly preferred.

**PHYSICAL DEMANDS / WORK ENVIRONMENT:** *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk / hear for extended periods of time.

The work environment for this position includes typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is "at will", which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.