State College of Florida, Manatee-Sarasota

Job Description

Job Title: Dean of Nursing
Reports to: Vice President of Baccalaureate Programs
FLSA Status: Exempt
Level: Level 216
Position Class:

Job Summary:
The Dean of Nursing reports to the Vice President of Baccalaureate Programs and is responsible for the administration and supervision of degree programs within the division. The Dean Nursing is responsible for overseeing the development, implementation and maintenance of courses, programs, and curricula within his/her leadership area.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Provides leadership and guidance for the development and management of the nursing programs.

2. Demonstrates commitment to the institutional mission, goals, and objectives; adheres to and promotes College Rules and Procedures which in turn reflect updated Federal, state and local legislation that governs the educational process.

3. Supervises the recruitment, selection, hiring, orientation, retention and promotes an ethnically and culturally diverse faculty and staff; certifies faculty credentials in accordance with college policy; collaborate with human resources for salary determinations and submits appropriate personnel recommendations to the Vice President of Baccalaureate Programs.

4. Implements the faculty evaluation system, encourages professional development opportunities, and monitors departmental duty schedules.

5. Supervises instructional faculty and career employees assigned to BSNand HSA programs, and the Program Chair of the ASN program.

6. Oversees the development and implementation of class offerings and schedules for the nursing programs and assures that students meet clinical experience.
7. Monitors program changes required by state mandates or local and national trends and oversees preparation of specialized program accreditation application and self-study.

8. Assists with the preparation of brochures, catalogs, and other public relations materials pertaining to the nursing programs.

9. Serves as a liaison to ensure consistency in program offerings covering all instructional sites.

10. Prepares and administers budgets for the nursing and HSA programs.

11. Serves on, or chairs, various college committees and represents the college on various state and community committees and organizations as appointed and deemed necessary for the continual operation of the program and college functions, and attends advisory committee meetings.

12. Provides intermediary services to faculty, students and staff during formal and informal grievance processes.

13. Verifies faculty teaching loads and payroll authorization of instructors. Prepares, reviews, and evaluates the part-time/overload reports for each semester.

14. Conducts classroom visitations of part-time and full-time faculty within the program.

15. Oversees admission process for students; arranges for and verifies results of FDLE background checks and drug-screens for program participants. Provides research and documentation to the Vice President of Baccalaureate Programs to help in the resolution of formal grievances.

16. Provides and maintains cellular telephone services and is accessible by cellular phone to the College at all times, except during duly authorized holidays and approved vacation, personal or sick leave.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  A Doctorate degree in Nursing from an accredited institution of higher education is required. At least five (5) years successful teaching and/or administrative experience in higher education. At least five (5) years of clinical (or clinical teaching) experience.

- **Supervisory Experience:**
  Three or more years of direct supervisory experience including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from college leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumferences, and volume. Ability to compute rate, ratio, and percent and to
draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables. Ability to work with formulas, scientific equations, graphs, etc.

- **Computer Skills:**
  The employee must have basic knowledge of email, spreadsheets, word processing, and internet software.

- **Certificates and Licenses:**
  A current, valid license as a registered nurse in Florida or eligibility for licensure.

**Responsibility for People and Property:**
This position is responsible for the supervision of program staff and faculty.

**Responsibility for Communication:**

- **Internal Contacts:**
  This position has routine contact with all levels of SCF administration, faculty staff.

- **External Contacts:**
  This position has frequent contact with area hospital staff, students, and other colleges. This position has occasional contact with accreditation agencies.

**Work Environment:**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is quiet.

**Physical Demands:**
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires routine sitting and use of manual dexterity and occasional reaching with hands and arms and talking or hearing. Vision requirements include close, distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

**General Performance Standards and Expectations:**
In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. Mission and Goals: Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

**Approvals:**
This job description has been reviewed and approved by the leaders whose signatures appear below.

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