

GAVILAN COLLEGE

Human Resources

5055 Santa Teresa Blvd. Gilroy, CA 95020
Phone: (408) 852-2823 FAX: (408) 846-4944

Director of Nursing and Allied Health

**Full-Time Faculty Position
Fall 2016 Semester**

Closing Date: Open Until Filled

ABOUT THE POSITION

The Director of Nursing and Allied Health reports to the Dean of Career Technical Education and Public Services, serves the District and is responsible for overall leadership, development, direction, and administration of the associate degree and/or certificate programs in Registered Nursing, Licensed Vocational Nursing, Certified Nursing Assisting, Home Health Aide, Clinical Medical Assisting and Health Education. The Director meets the administrative, educational, teaching, and practice experience required by the Boards of Registered Nursing and Vocational Nursing, Psychiatric Technicians and Department of Health Services including a current license as a registered nurse in the state of California.

HOW TO APPLY

If you are interested in this position and meet the minimum qualifications, please submit the following by mail, fax (408-846-4944) or e-mail to HR@Gavilan.edu The following items must be received by the Human Resources Office no later than 5:00pm on Monday, February 1, 2016 for first review. Please note, postmarked materials will not be accepted.

- **Cover letter indicating why you are interested in the position.**
- **Current resume**
- **Unofficial transcripts (official transcripts will be required if hired for the position)**
- **Academic Application – (<http://www.gavilan.edu/jobs/apps/academic.html>)**

DUTIES AND RESPONSIBILITIES

- Oversees the development, implementation, and evaluation of the nursing and Allied Health curriculum to ensure relevancy, currency, and district wide consistency.
- Provides the administrative and communication link for the department to all college constituents.
- Develops and oversees the department budget and grant funded activities.
- Consults with department chair to confirm the class schedules of faculty teaching assignments as appropriate for lecture, lab and clinical placement.
- Provides initiation, maintenance, and renewal of contracts with community agencies for student clinical experiences, coordinating shared clinical placements with other area programs.

- Promotes sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and learning backgrounds of community college students.
- Oversees the operations of the Allied Health facilities and staff ensuring compliance with all health and safety regulations.
- Oversees the application, selection, and evaluation process for students in Allied Health programs and the advisement for students completing requirements for certificates, degrees, and licensure.
- Under the supervision of the Dean of Career Technical Education, assigns daily tasks and oversees day to day operations of academic and support staff in nursing and health occupations.
- Holds regular department meetings to ensure effective communication and problem solving.
- Develops program policies and procedures in cooperation with the faculty and in consideration of student input.
- Ensures program accountability by formal assessment of the programs including policies, procedures, facilities, resources, attrition, retention, and performance of graduates.
- Represents the college at local, regional, and statewide nursing and Allied Health meetings.
- Oversees the college publications pertaining to nursing and Allied Health.
- Prepare and submit, with the assistance of program faculty, all necessary reports to regulatory boards of nursing and Allied Health programs district wide, including necessary accreditation reports and exhibits.
- Participates in faculty evaluation process and verify that faculty members remain clinically competent and current in teaching methodology.
- Initiates and develops plans and activities for external funding related to nursing and Allied Health programs in coordination with other district staff.
- Performs other duties as assigned that support the overall objective of the position.

MINIMUM ACADEMIC QUALIFICATIONS:

A master's or higher degree from an accredited college or university which includes course work in nursing, education or administration; One (1) year's experience as an administrator with validated performance of administrative responsibilities consistent with section 1420(h); Two (2) years' experience teaching in pre- or post-licensure registered nursing programs; and One (1) year's continuous, full-time or its equivalent experience direct patient care as a registered nurse; or the Equivalent experience and/or education as stated in the State Chancellor's guidelines or Equivalent experience and/or education as determined by the Board.

SALARY:

See Gavilan College Faculty Association Contract – Full-Time Faculty Salary Schedule Appendix A

Prior to employment, employee must (a) provide proof of eligibility to work in the United States; (b) be fingerprinted and have background clearance, and have current proof of clearance from tuberculosis.

NON-DISCRIMINATION

Gavilan College is an equal opportunity/affirmative action/Title IX/Employer of Disabled, committed to hiring a diverse staff. All qualified individuals regardless of race, color, religion, sex, national origin, age, disability, military status, sexual orientation, or marital status are encouraged to apply.