



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Director of Health Sciences Operations and Outreach		
JOB CLASSIFICATION:	<input checked="" type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential	
	<input type="checkbox"/> Administrator - Classified	<input type="checkbox"/> Classified	
	<input type="checkbox"/> Faculty		
RANGE:	35		
HOURS PER DAY:	Up to 8		
HOURS PER WEEK:	Up to 40		
MONTHS PER YEAR:	Up to 12		
REPORTS TO:	Dean of Health Sciences or designee		

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

The Director of Health Sciences Operations and Outreach provides leadership, coordination and support for the activities and operation of assigned Health Sciences Programs. The incumbent works cooperatively with program faculty to develop, support, and maintain Health Science programs including accreditation, licensing, outreach, and promotion. The Director oversees program reporting and accountability; provides work direction, supervision of staff, and guidance to others involved with Health Science programs; and establishes and monitors program budgets. Successful performance requires knowledge and experience serving diverse communities of college students. The Director ensures program objectives and policies are properly implemented, comply with applicable state and federal guidelines, and follow District policies and procedures. Employees in this classification receive limited supervision within a framework of laws, regulations, policies, and procedures and function at a professional level, which requires budgetary, organizational, problem solving, and decision-making skills. This is an educational administrative, overtime exempt position.

TYPICAL DUTIES

Essential Functions:

- Coordinates and collaborates with community stakeholders, regional groups, and other educational partners to support program outreach efforts for Health Sciences;
- Collaborates with District staff and faculty, high school partners, and other community stakeholders on opportunities to build career pathways – including dual enrollment – within the Health Sciences sector;
- Collaborates with faculty in developing effective program-specific promotional materials, activities, and events that support community awareness of Health Science programs including training and information sessions to recruit students;
- Collaborates with program faculty on strategies and activities to increase enrollment, persistence, and improve student success outcomes;
- Establishes and maintains professional working relationships with management, faculty, and staff in all District departments and divisions and a wide variety of external stakeholders;

POSITION DESCRIPTION**POSITION TITLE:** Director of Health Sciences Operations and Outreach

- Plans, organizes, evaluates, and revises the enrollment processes for all Health Sciences programs, including Health Information Management, Dental Hygiene, Associate Degree Nursing, Vocational Nursing, Nurse Assistant/Home Health Aide, and other allied health programs developed to serve Guided Pathways efforts;
- Assists program faculty with Annual Area Planning and Program Review cycles;
- Provides data, conducts research, prepares reports, submits reports to applicable program accrediting bodies and licensing agencies, and disseminates information to stakeholders;
- Develops and prepares annual preliminary program budgets for the Health Sciences Division; analyzes and reviews budgetary and financial data; and authorizes Division expenditures in accordance with District policies and procedures and the Division's mission and goals;
- Plans, organizes, evaluates, and revises the department's recordkeeping and maintenance policies and procedures, develops forms, and provides information to external auditors and evaluators;
- Selects, assigns, trains, supervises, evaluates, counsels, and disciplines direct reporting staff performance; plans, coordinates, and provides training for department personnel;
- Assists with development and implementation of procedures and processes designed to improve institutional effectiveness and innovation;
- Performs other related duties similar to the above in scope and function.

EMPLOYMENT STANDARDS*Knowledge of:*

- Organizational leadership principles and practices;
- Current District program and course offerings;
- District policies and procedures relevant to the Health Sciences Division
- Federal, state, regulatory agency, and accrediting agency laws, regulations, rules, and guidelines governing Health Science programs;
- Proper budget development and implementation practices and methods;
- Effective evaluation, assessment, research methods, and report writing techniques;
- Effective relational and communication skills using tact, patience, and courtesy;
- Principles of effective staff management and leadership;
- Principles of effective public administration;
- Relevant technologies (hardware and software) used in the District's Health Sciences programs.

Ability to:

- Plan, direct, and manage the activities and operations of the Health Science programs;

POSITION DESCRIPTION**POSITION TITLE:** Director of Health Sciences Operations and Outreach

- Effectively plan, organize, and schedule program activities and workload to achieve high quality outcomes and on-time delivery;
- Learn, interpret, and apply laws, regulations, and requirements relevant to Health Sciences programs;
- Learn, understand, and operate within a District-wide context as related to programs and initiatives;
- Interact collegially with others by valuing and modeling openness, civility, and respect;
- Evaluate circumstances and make decisions focused on student success, persistence; and providing a high quality educational experience;
- Work with cultural humility and sensitivity towards the District's diverse student communities;
- Analyze problems, determine effective solutions, and take independent action for successful results;
- Prepare clear, concise, and comprehensive written and oral reports for a wide variety of stakeholders;
- Plan, organize, direct, and manage promotional community events;
- Organize, direct, and evaluate the work of others;
- Work successfully with District's Enterprise Management System and other software programs;
- Establish and maintain cooperative and effective working relationships with others, including those from diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds;
- Work independently with little or no supervision.

QUALIFICATIONS*Education Required:*

- Master's degree from an accredited institution in related field or equivalent required.

Experience Required:

- Demonstrated knowledge of Health Science Programs, curriculum, accrediting, and licensing requirements;
- Demonstrated experience in writing in an educational setting, such as reporting for accrediting and grant agencies and the California Community College Chancellor's Office;
- Demonstrated success in working collaboratively and cooperatively with stakeholders;
- Demonstrated experience working collaboratively with a diverse range of groups and organizations;
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ability, and ethnic backgrounds of the community college students and staff.

APPROVALS

Date Created/Revised: 11/19/2019

Cabinet Reviewed: 11/19/2019

POSITION DESCRIPTION

POSITION TITLE: Director of Health Sciences Operations and Outreach

Board Approved:	12/18/2019
-----------------	------------

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)