DIRECTOR OF ALLIED HEALTH
EDUCATIONAL ADMINISTRATOR

JOB DESCRIPTION

The Director of Allied Health is responsible for providing direction, coordination, and supervision to all allied health and Stroke and Disability Learning Center (SDLC) programs and facilities. Position duties include community outreach, program and facility development and oversight, grant writing, fundraising, and recruitment of faculty, staff, and students.

SCOPE

Under the direction of the Division Dean for Health, Athletics, Wellness, and Kinesiology (HAWK), the Director of Allied Health supervises all allied health instructional programs including Nursing, Dental Hygiene, Radiological Technology, and Medical Assisting. In collaboration with the Dean and Director of Disabled Students Programs and Services (DSPS), supervises the SDLC programs and services. The Director of Allied Health serves as the college representative for all allied health and SDLC programs and provides budget direction, policy implementation, and leadership for those programs.

EXAMPLES OF DUTIES

• Directs and coordinates all allied health and SDLC programs and facilities (E)
• Coordinates and provides allied health and SDLC community outreach activities including business partnerships, grant writing/monitoring and fundraising; student, staff and volunteer recruitment; articulation with high schools, regional occupational programs, and universities; collaboration with the Human Care Alliance; and public relations, which may require driving to offsite facilities (E)
• In cooperation with allied health program directors and SDLC faculty, supervises, orients, evaluates performance, and provides leadership to assigned academic and classified employees in the allied health and SDLC programs (E)
• Works with program directors and the Division Dean to hire faculty and staff and provide staff development (E)
• Works with the Director of Community and Contract Education to supervise, hire instructors and provide staff development for the SDLC fee-based extension courses (E)
• Facilitates faculty projects, including curriculum development, professional accreditation, student success measures, and other aspects of program support (E)
• Initiates, monitors, and manages contractual agreements between educational facility and clinical facilities and with local jurisdictions that fund the SDLC (E)
• Oversees and implements health and safety regulations including but not limited to: Occupational Safety and Health Administration (OSHA) and the American Disabilities Act (ADA) (E)
• Participates in the resolution of student grievances, student problems and complaints (E)
• Develops and administers the annual operating budget, in conjunction with the program directors of the allied health programs and with the dean and director of DSPS and the SDLC Program Coordinator (E)
• Prepares a variety of reports and correspondence appropriate to assignment (E)
• Chairs or serves on various college committees as appropriate
• Performs related duties as required or assigned

(E) = designates an essential function
QUALIFICATIONS

Education and Experience:

- A Master’s degree or higher from an accredited college or university that encompasses knowledge and skills about health education and/or health care systems, preferably in a field connected to one or more of the allied health programs and/or education and support services for students with disabilities
- Three years of experience in an administrative position, preferably in a healthcare or educational setting, which included budget administration
- Experience and/or education that includes knowledge of workforce development, preferably in the healthcare field

Knowledge of:

- And commitment to the mission of a comprehensive community college
- Current standards for the allied health occupations and support services for students with disabilities
- Safety regulations related to allied health occupations including oversight of student, faculty, and staff compliance with health and security screening regulations, including but not limited to OSHA and ADA
- Commitment to staff diversity, including equal opportunity

Ability to:

- Manage projects involving quality improvement and institutional change
- Form partnerships between multiple stakeholders
- Facilitate faculty projects such as curriculum development, professional accreditation, student success measures, and other aspects of program support
- Initiate, monitor and manage contractual agreements between educational facility and clinical facilities
- Communicate effectively orally and in writing
- Communicate effectively with students from a wide variety of cultural and ethnic backgrounds
- Effectively utilize conflict resolution and mediation skills
- Effectively lead and motivate faculty and staff in a collegial and shared governance environment
- Operate a computer and various software such as word processing, spreadsheet, and database, and ability to interact with MIS systems for managing and monitoring budgets, enrollments, and other data
- Consistently perform under the pressure of deadlines and other administrative demands

LICENSES AND OTHER REQUIREMENTS

- Possession of and ability to maintain a valid California driver's license and a safe driving record during the course of employment
WORKING CONDITIONS

Environment:

- Office and clinical practice environment

Physical Demands:

- Hearing and speaking to exchange information
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read and analyze financial and statistical reports
- Mobility to perform on-site visits to numerous healthcare facilities

AUTHORITY AND RESPONSIBILITY

The Director of Allied Health provides direct supervision to the faculty, staff, and program directors of the Nursing, Dental Hygiene, Radiological Technology, Medical Assisting, and other allied health programs and the SDLC.

Approved: August 2, 1999
Revised:  June 7, 2004
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