



## Position Description

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| <b>Position:</b><br>Director of Health Sciences     | <b>Position Number:</b><br>M-_____ |
| <b>Department/Site:</b>                             | <b>FLSA:</b><br>Exempt             |
| <b>Evaluated by:</b><br>Vice President, Instruction | <b>Salary Range:</b><br>_____      |

### General Description

Under the direction and supervision of a dean, this full-time director supervises the operation of the District's health sciences programs, including Vocational Nursing, Dental Assisting, and other courses in Health Sciences. Supervision of these programs includes, but is not limited to, participation in the development and implementation of curriculum; participation in the hiring and evaluation of full- and part-time faculty and staff; management of the department budget; communication with the California State Vocational Nurse Licensing Board; supervise the coordinator and staff of the Dental Assisting Program, as well as other teaching faculty and support staff in the Health Sciences Department; maintaining business and industry contacts; scheduling faculty and staff hours; and implementation of the District policies and regulations. Maintain compliance of all state regulations governing the delivery of health-related curricula. The director of the Health Sciences Department will work with internal and external committees to maintain the integrity of the overall program.

### Essential Duties and Responsibilities

- Maintains leadership role in department short and long-range planning.
- Participates in the development, review, and implementation of curriculum.
- Participates in the goals of the District instructional team.
- Participates in the hiring and evaluation of faculty and staff.
- Prepares class schedules, faculty assignments, calculation of faculty load and attendant budgetary costs.
- Evaluates and maintains compliance with the rules and regulations of the licensing authorities for all health science courses.
- Participates in shared governance of the institution.
- Develops and maintains assigned budget.
- Performs other duties as assigned.

### Minimum Qualifications

- Evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college staff and students, **AND**
- Possession of a Bachelor's degree in Nursing or other health-related field; **AND**
- Possession of the additional requirements of the Board of Vocational Nursing for a director of a vocational nursing program, **AND**
- One year of formal experience, training, internship, or leadership experience reasonably related to this management assignment.



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### **Preferred Qualifications**

- Master's degree in Nursing, Public Health Administration, or some other health-related field; or a Bachelor's degree in Nursing (BSN) and a Master's degree in Public Administration, or a similar area of business.
- Evidence of a thorough knowledge of classroom instruction and community college curriculum.
- Evidence of qualification for a current Citrus College Faculty Service Area.