

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 2024**

DEAN OF NURSING

FLSA STATUS: EXEMPT – PAY GRADE: 28 - A

**JOB FAMILY: MANAGERIAL/SUPERVISORY – ACADEMICS
JOB FUNCTION: MANAGERIAL/SUPERVISORY**

GENERAL STATEMENT OF JOB

The Dean of Nursing provides strategic leadership and supports nursing and allied health instruction and student services in research, planning, development, and evaluation of current and future curriculum, technological innovations, services, and programs to meet student support and academic program needs. This position provides instructional and operational leadership and ensures the effective operation of specified instructional disciplines and departments for Bachelor Degree, Associate Degree, and Certificate programs. This position oversees and supervises faculty and staff; evaluates, plans, and leads initiatives; develops and manages budgets; develops curriculum, course and program scheduling and management; solves faculty and student problems; processes academic appeals; and approves registration overrides for students. Manages the selection process, evaluation, and professional development for all assigned faculty and adjunct faculty.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Ensures national accreditation of the Bachelor Science in Nursing, Associate Degree Nursing and Practical Nursing programs by the Accreditation Commission for Education in Nursing (ACEN) and/or other pertinent accrediting bodies.

Recruits, selects, supervises, develops, mentors, and evaluates faculty and staff, in accordance with applicable Board Rules, administrative procedures, and/or provisions of the faculty collective bargaining agreement. Conducts periodic observations of classroom teaching and all adjunct faculty for evaluation purposes. Recommends organizational and staffing changes to enhance program and personnel effectiveness, efficiency, and satisfaction.

Participates in the identification and review of student needs and interests and provides for positive response to such changing needs. Represents, serves, and leads the College on internal and external committees and councils that enhance services at both the institutional and state levels. Serves as the College's representative on local, state, and national organizations.

Serves as the formal liaison between the nursing program, the community at large, and health care agencies to advance the effectiveness of the program through partnerships and innovative cooperative agreements. Proactively collaborates with the FSCJ Foundation to build prospective donor relationships with these agencies.

Collaborates with faculty, faculty/program chairs, instructional program managers, program managers, project coordinators, and directors to develop needed courses and programs; prepares and processes curriculum proposals; develops proposed course/class schedules, faculty assignments and workloads; and coordinates the adoption of textbooks. Serves as the formal liaison between the nursing program, the community at large, and health care agencies to secure quality clinical sites.

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Develops, approves, manages, and monitors annual budgets, including allocation of instructional and administrative staffing, materials, resources, services, equipment, and furnishings.

Reviews and processes student problems and appeals; counsels and advises students on academic matters; and mediates faculty and student grievances and complaints.

Communicates through regular meetings with faculty, department chairs, program managers and directors of the assigned areas, and internal and external community constituents, to share information, implement guidelines and procedures, coordinate ceremonial and community events and activities, and communicate program goals.

Collaborates, evaluates, reviews, recommends, plans, and implements college-wide policies and procedures, and/or campus initiatives related to disciplines, programs, student services, teaching/learning improvements, and enhancements to consistency and quality of course offerings.

Coordinates with publisher and conducts faculty and staff orientation meetings on use of publisher digital books, practice tests, and adaptive quizzing to enhance student course and exam success.

Meets with program advisors about recruitment efforts. Supervises application of admission eligibility and applicant ranking for limited selective access programs. Supervises collection and analysis of required background checks, drug screens, and health information for all potential nursing students.

Performs other related duties, as required.

SUPERVISION RECEIVED

Supervision is received from the appropriate Associate Provost.

SUPERVISION EXERCISED

Supervision is exercised over assigned staff.

MINIMUM QUALIFICATIONS

Master's degree from a regionally accredited institution with a concentration related to the assigned instructional/student service area(s) supplemented by at least two (2) years of supervisory and/or teaching/counseling experience in higher education at the two (2) or four (4) year college level.

PREFERRED QUALIFICATIONS

Doctorate in Philosophy (Ph.D.), Doctorate in Nursing Science (D.NSc.), Doctorate in Education (Ed.D.), Doctorate of Nursing Practice (DNP), or equivalent from a regionally accredited college or university supplemented by three (3) years of teaching and three (3) years of administrative experience in a college setting.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED
TO PERFORM ESSENTIAL JOB FUNCTIONS**

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read Standard English, as well as basic technical data, policy and procedure manuals, codes, etc. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 11/1/24