

DESERT COMMUNITY COLLEGE DISTRICT

ASSISTANT DIRECTOR, NURSING AND ALLIED HEALTH

BASIC FUNCTION

Plans, directs, and organizes assigned program to meet the needs of the District; ensures an efficient program operation in cooperation with other departments and in compliance with state and federal regulations.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area administrator. Assists with the development, direction, management and evaluation of the instructional programs and faculty in the nursing programs and exercises supervision over assigned District personnel.

REPRESENTATIVE DUTIES

The duties listed below are only intended as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Assists with managing and implementing comprehensive educational programs and overseeing the day-to-day operations of the department. Assist with the facilitation of faculty, staff and student acquisition of new technologies in the classroom and workplace.
2. Assists in maintaining program approvals and accreditation through submission of required documents to various regulatory boards and accrediting agencies, preparation of reports, program review process, and annual reports to licensing agencies; writes and gathers information for the reapproval for programs.
3. Hires, assigns, and directs the work of assigned personnel; provides orientation, training, and professional development of personnel in areas of responsibility.
4. Collaborates with designated personnel for the use of off-site facilities for clinical instruction and maintenance of contractual relationships and obligations with local health organizations; develops partnerships with external agencies; assists with the facilitation of faculty, staff and student acquisition of new technologies in the classroom and workplace.
5. Ensures program activities are in compliance with applicable federal, state, and local laws and regulations, accrediting bodies, and company policies and procedures
6. Coordinates overall orientation of new faculty including guidance in policies and clinical sites processes; assists faculty in planning and organizing in-service educational programs.
7. Assists in promoting educational programs and recruiting a qualified pool of student applicants; implement student selection and admission policies and procedures.
8. Assists in the preparation, submission, and administration of the department budget; researches grant opportunities including but not limited to the application, reporting, and submission of grant funding documents.
9. Assists in the planning and scheduling of various program courses; reviews and recommends improvements and enhancements to the consistency and quality in course offerings, course/program development.
10. Assists in reviewing course and program evaluations to identify areas for improvement and implement strategies for program improvement; assists in providing remediation plans for faculty to ensure BRN compliance in content areas.

11. Performs other related duties as assigned.

KNOWLEDGE AND ABILITIES

Knowledge of:

1. California State Board of Nursing regulations;
2. National League for Nursing accreditation standards;
3. California State Board of Vocational Nursing regulations;
4. Current nursing educational trends; diverse nursing career pathways;
5. Relevant California Education Code and Title V regulations;
6. Healthcare industry trends and needs; and policies and procedures appropriate to the administration of nursing programs within a community college setting.

Ability to:

1. Advise students with diverse academic backgrounds;
2. Implement, monitor and evaluate program compliance with state, regional and/or national regulations and/or standards;
3. Establish and maintain effective and harmonious working relationships with a diverse population of students, staff and community;
4. Communicate effectively both orally and in writing; implement and modify curricula in response to changing health care needs to maintain effective programs; and serve as an effective leadership team member.
5. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability and ethnic backgrounds of students, staff and the community.

EDUCATION AND EXPERIENCE:

A master's in nursing, education, administration, or related field; and two (2) years of teaching experience in pre- or post- licensure nursing programs; and one (1) year experience as a registered nurse providing direct patient care.

Licenses and Certifications:

N/A

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit; talk or hear both in person and by telephone; and use hands to finger, handle and feel computers and standard business equipment. The employee is frequently required to stand and walk. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORKING CONDITIONS

Environment: Office and local community health care facilities. Constant interruptions. Driving a vehicle to conduct work.

EMPLOYMENT STATUS

Educational Administrator

Certificated Leadership Salary Schedule

Range: 8

Board Approved: November 9, 2023, August 22, 2025

Personnel Management Committee Review: November 3, 2023

Revised 08/2025