



Illinois Department of Financial and Professional Regulation
Division of Professional Regulation

OPEN NURSING POSITION POSTING*

NAME OF EDUCATIONAL INSTITUTION:	Carl Sandburg College
POSITION:	Dean of College of Nursing and Health Professions
RESPONSIBILITIES:	<u>Major Responsibilities</u> <ol style="list-style-type: none">1. Provide leadership for curriculum development and delivery, and for program planning, development, implementation, evaluation and modifications.2. Schedule, evaluate, and coordinate activities of all personnel in the department.3. Serve as liaison with other academic and administrative units within the institution.4. Ensure that all faculty members are academically and professionally qualified.5. Lead in the development of courses and related classroom, laboratory, and clinical/practicum experiences in accordance with professional guidelines and college procedures.6. Regularly review, evaluate, and revise curriculum and instructional methods with faculty to assure quality in classroom, laboratory, and clinical/practicum education.7. In collaboration with instructional team, identify, develop and design relevant workforce curriculum.8. Work in partnership with the Vice President of Academic Services to develop, implement and monitor long- and short-term strategic goals that support the College's strategic plan.9. Oversee hiring, orientation, and supervision of full and part-time faculty, ensuring appropriate qualifications and providing necessary instructional assistance and resources.10. Develop departmental class schedules, prepare faculty assignment sheets, and monitor payment requests for mileage, professional meetings, etc.11. Maintain a current file of course briefs and course syllabi and provide a syllabus and course description to all new instructors.12. Assist in the selection of textbooks and materials.13. Develop key performance indicators and assess outcomes for departmental initiatives and activities. Report associated metrics and make data-driven decisions regarding plans and actions.

14. Prepare quantitative reports and documents for the purpose of reviewing goals, objectives and the evaluation of the institutional planning process.
15. Administer and monitor the budgets for the College of Nursing and Health Profession programs, including authorization of expenditures.
16. Participate in the evaluation of full and part-time faculty.
17. Assist coordinators/directors, full-time and part-time faculty in preparing class and clinical/practicum agency schedules to assure coordination of didactic and clinical instruction and oversee student placement at clinical/practicum sites.
18. Oversee development of new clinical/practicum affiliation agreements and maintain current clinical/practicum affiliation agreements.
19. Serve as a liaison between Carl Sandburg College and the clinical agencies, community and professional organizations.
20. Plan and conduct program advisor committee meetings as needed and ensure compliance with advisory committee procedures.
21. Ensure that records related to health status, immunizations, and CPR certification are evaluated and maintained as required for students and faculty.
22. Prepare program goals, reports and self-study documents, and maintain all records as required by programs according to their respective professional regulatory agencies and accrediting organizations.
23. Carry out the appropriate activities to ensure that all programs are in compliance with accrediting agencies guidelines.
24. Facilitate and coordinate activities related to academic policies, personnel policies, curriculum, resource facilities and services, and program evaluation.
25. Oversee the development of program policies regarding admission, selection, evaluation, and retention of nursing and health profession students; and evaluate and revise all processes and policies as needed.
26. Maintain inventory control within the College of Nursing and Health Profession programs and assist in the selection of supplies and equipment necessary for management of the programs.
27. Address and assist in the resolution of student, staff, and faculty concerns.
28. Enforce college regulations and program regulations concerning student behavior and building regulations.
29. Ensure compliance with Collective Bargaining Agreement(s).
30. Attend instructional team and administrative staff meetings.
31. Other duties as assigned.

	<p><u>Risk Management and Loss Prevention Activities</u></p> <ol style="list-style-type: none"> 1. Actively participate in and carry out activities in support of the college Risk Management Program in a capacity appropriate to this position. 2. Monitor conditions, events, and circumstances present in the college operation to avoid potential torts or injuries to students, staff, or the general public, then communicate observations to the appropriate supervisor and/or Risk Management Committee. 3. Maintain a working knowledge of the college's emergency procedures and how to operate emergency phone systems; including internal/external call boxes.
MINIMUM QUALIFICATIONS:	<ol style="list-style-type: none"> 1. Master's degree in Nursing required. Current nursing license active and valid in the State of Illinois. 2. Meets qualifications required of a nurse administrator as outlined in the ACEN Standards and the Illinois Nurse Practice Act. 3. Community college teaching experience, strong academic administrative experience in supervising professionals and programs preferred. 4. Ability to communicate effectively, both orally and in writing and to work effectively with teachers/faculty. 5. Knowledge of accreditation, state requirements for the health care industry, current trends in the health professions, and College policies and procedures. 6. Must be able to organize and prioritize work to meet deadlines. Possess strong verbal, written, analytical skills, presentation, and interpersonal skills.
TO APPLY:	<p>For more information and to apply, visit www.sandburg.edu and the Employment & Human Resources page. EOE</p>