



Job Description

Job Title:	Associate Dean, Health Sciences and Nursing	Salary Range:	29
Date Revised:	4/2/2026	Date Approved:	6/23/2026

PRIMARY PURPOSE

Under the direction of the Dean of Health Sciences or assigned administrator, the Associate Dean, Health Sciences and Nursing, provides strategic leadership, academic oversight, and administrative direction for the college's Nursing Program and other allied health programs as assigned.

The Associate Dean, Health Sciences and Nursing is responsible for ensuring program excellence, regulatory compliance, student success, and innovation across a complex portfolio of healthcare education disciplines. The Associate Dean promotes an equity-minded culture of continuous improvement and collaborative governance, while ensuring the integrity of curriculum, accreditation, clinical partnerships, and instructional quality.

DISTINGUISHING CHARACTERISTICS

The Associate Dean, Health Sciences and Nursing is an educational administrator position with broad responsibility for overseeing multiple high-stakes instructional programs, including but not limited to Associate Degree Nursing (ADN). The Associate Dean provides leadership in instructional planning, compliance with the Board of Registered Nursing (BRN) and other accrediting bodies, interprofessional education, and allied health program development.

The Associate Dean, Health Sciences and Nursing differs from a Director-level role in the complexity and breadth of academic management responsibilities and in its role as a key college leader supporting health workforce development and academic excellence.

ESSENTIAL FUNCTIONS

Examples of essential functions are descriptive and not restrictive in nature.

Strategic Leadership and Program Oversight

1. Provides leadership and direction for the college's Nursing and Allied Health programs, including ADN, Vocational Nursing, and other assigned programs.
2. Oversees instructional quality, accreditation standards, clinical operations, and student support structures across disciplines.
3. Leads program planning, expansion initiatives, and innovation in teaching and learning.
4. Serves as the administrative designee for BRN-approved director responsibilities for nursing programs.

Curriculum and Instructional Excellence

5. Oversees curriculum development, approval processes, and instructional alignment with licensure and accreditation standards.
6. Coordinates program learning outcomes, assessment cycles, and comprehensive program reviews.
7. Supports faculty in designing equitable, evidence-based instructional practices and simulation integration.



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Faculty Support and Shared Governance

8. Promotes faculty engagement in shared governance and academic leadership.
9. Supervises, evaluates, and supports faculty, clinical coordinators, and academic support staff.
10. Provides leadership for hiring, mentoring, and faculty professional development across allied health disciplines.

Regulatory Compliance and Accreditation

11. Serves as the primary liaison with the BRN, accreditation bodies (e.g., ACEN, WASC), and clinical regulatory agencies.
12. Ensures timely submission of reports, self-studies, compliance documents, and responses to site visit findings.
13. Oversees accreditation and reapproval processes for all assigned health programs.

Clinical Partnerships and Operations

14. Develops and maintains collaborative partnerships with healthcare facilities, advisory boards, and workforce agencies.
15. Ensures compliance with clinical affiliation agreements, student placement protocols, and regulatory standards.
16. Oversees simulation labs, equipment acquisition, and integration of emerging technologies in clinical training.

Budget and Resource Management

17. Develops and manages operational budgets, categorical funds, and grant resources for multiple programs.
18. Coordinates program funding proposals and oversees effective use of instructional and simulation resources.
19. Ensures cost-effective program delivery while supporting innovation and instructional needs.

Student Success and Support

20. Monitors retention, NCLEX pass rates, employment data, and equity gaps across programs.
21. Coordinates with student services to strengthen academic advising, tutoring, and wraparound supports.
22. Supports the development and evaluation of student success initiatives tailored to nursing and allied health learners.

Diversity, Equity, and Inclusion

23. Fosters a culturally responsive and inclusive learning environment.
24. Develops and implements strategies that close equity gaps and promote equitable outcomes in allied health education.
25. Collaborates with college stakeholders to advance institutional DEIA priorities within instructional and clinical settings.



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26. Participates in District/College efforts to increase the diversity of faculty and staff and to address student achievement gaps; actively assists in the creation of a welcoming and inclusive work and educational environment; attends and participates in diversity, equity, and inclusion trainings and events.

College and Community Engagement

27. Represents the division on campus-wide committees, regional consortia, and professional boards.
28. Leads strategic planning and workforce alignment initiatives in collaboration with regional partners.
29. Serves as Acting Dean when designated.

General

30. Participates in college-wide planning, governance, accreditation, and program review processes.
31. Maintains current knowledge of trends and regulations in nursing and allied health education.
32. Performs other related duties as assigned to support the instructional mission of the college.

WORKING RELATIONSHIPS

The Associate Dean, Health Sciences and Nursing maintains regular contact with instructional deans, faculty, classified professionals, clinical site coordinators, students, community partners, regulatory agencies, and accreditation boards.

MINIMUM QUALIFICATIONS

Education and Experience:

- Master's Degree or higher in Nursing or related discipline; **AND**
- Four (4) years of formal training, internship, or leadership experience reasonably related to the assignment; **AND**
- Two (2) years of experience in administrative oversight of a nursing or allied health education program, including experience with program accreditation and regulatory compliance; **AND**
- Three (3) years of full-time experience as a Registered Nurse providing direct patient care.
- **Or**, any combination of education and experience which would provide the required equivalent qualifications of the position; **AND**
- Commitment to diversity. All applicants must have demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.



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DESIRABLE QUALIFICATIONS

- Experience overseeing multiple health-related academic programs.
- Demonstrated success with grants, budgeting, and health workforce partnerships.
- Experience supervising full-time and adjunct faculty.
- Familiarity with California community college governance and academic policy.
- Demonstrated experience fostering an inclusive and welcoming work or educational environment through equity-minded approaches in professional interactions with colleagues and students.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge:

- Knowledge of District organization, operations, policies, and objectives.
- Knowledge of California Board of Registered Nursing (BRN) regulations and nursing education standards.
- Knowledge of accreditation and licensure requirements across health disciplines.
- Knowledge of curriculum design, outcomes assessment, and simulation-based education.
- Knowledge of shared governance, faculty development, and instructional leadership.
- Knowledge of clinical site operations, contracts, and safety protocols.
- Knowledge of educational equity practices, student support models, and workforce trends.
- Knowledge of principles and practices of nursing education and program coordination.
- Knowledge of Budget development, resource planning, and grant oversight.
- Knowledge of pedagogical approaches that support student equity, achievement, and inclusion.
- Knowledge of occupational safety and infection control protocols.
- Knowledge of the Occupational Safety and Health Administration (OSHA).
- Knowledge of instructional technologies, electronic health records, and educational software.
- Knowledge of program review, institutional planning, and educational effectiveness indicators.
- Knowledge of principles of staff supervision, evaluation, and training.
- Knowledge of appropriate technology applications including databases, spreadsheets, web content, and social media platforms.
- Knowledge of federal and state regulations related to student services, such as the Federal Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).
- Knowledge of student information systems, management information systems, databases, and data management practices.
- Knowledge and awareness of equity and inclusion principles, particularly in the context of student support services.
- General knowledge of community college structures, processes, and student demographics.



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Skills:

- Academic leadership and strategic planning.
- Program management and accreditation coordination.
- Leadership, supervision, staff development, and personnel management.
- Leading teams in data-informed decision-making.
- Conflict resolution and change management.
- Strategic planning, decision-making, and conflict resolution.
- Technology integration in clinical and classroom settings.
- Analyzing program data to support continuous improvement and compliance.
- Interpreting and applying legal, regulatory, and accreditation standards.
- Strong organizational skills with the ability to prioritize and manage multiple tasks efficiently.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and other relevant software applications.
- Excellent written and verbal communication skills, with the ability to draft clear and concise reports, correspondence, and presentations.
- Data collection, analysis, and reporting, particularly in relation to program outcomes and student participation.
- Computer software programs, applications, databases, and Enterprise Resource Planning Systems (ERP) systems; computer hardware and peripheral equipment related to the area of assignment.

Abilities:

- Ability to independently perform the essential responsibilities of the position.
- Ability to interact positively and professionally with a diverse student population, faculty, and staff.
- Ability to lead and supervise diverse educational programs and personnel.
- Ability to foster a student-centered and equity-minded culture.
- Ability to represent the college to external partners and agencies.
- Ability to balance multiple priorities in a dynamic environment.
- Ability to exercise sound judgment under pressure.
- Ability to interpret and apply complex regulations and procedures.
- Ability to coordinate and direct a complex instructional and clinical program.
- Ability to provide academic and administrative leadership in a collaborative, inclusive manner.
- Ability to advance institutional goals related to diversity, equity, inclusion, and student success.
- Ability to ensure program operations meet legal, ethical, and accreditation standards.
- Ability to analyze program data and assess outcomes.
- Ability to plan, organize, and execute multiple priorities to meet schedules and timelines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Ability to learn and adapt to new software, systems, and processes as required.
- Ability to provide empathetic and effective support to students, addressing their needs and concerns with professionalism.



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- Ability to attend and participate in diversity, equity, and inclusion trainings and events.
- Ability to provide an inclusive and welcoming work/educational environment.
- Ability to demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty and staff. The applicant must be able to demonstrate how their experience with these factors relates to successfully achieving the goals of the position.
- Ability to establish and maintain effective and cooperative working relationships with those encountered in the course of work.

SPECIAL REQUIREMENTS, LICENSES, and/or CERTIFICATIONS

- Current licensure in California as a Registered Nurse.
- BRN approved Director qualifications (for nursing programs).
- Current Cardiopulmonary Resuscitation (CPR) Certification.
- Possession of or ability to possess a valid driver license based on the need related to the area of assignment if and when travel is required in the course of work.
- Travel may be required for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to perform fine/gross finger manipulation, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds, unassisted. Must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment. The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s).

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

The incumbent may be required to work a flexible and varying work schedule based on the needs of the department, including evenings and weekends, as needed. Travel between campuses or to external clinical sites, professional meetings, trainings, and/or accreditation activities may be necessary to fulfill program and accreditation obligations.

Mental Demands:

While performing the duties of this class, the incumbent must be able to manage multiple high-stakes programs simultaneously, exercise sound judgment under pressure, and navigate evolving compliance, personnel, and instructional changes.



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The incumbent works in a fast-paced environment with frequent interruptions; manages multiple priorities and deadlines; communicates effectively across a wide range of constituents; responds to complaints or challenges with professionalism and discretion. The incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent performs work in a typical office, classroom, and/or clinical/laboratory environments with exposure to medical instruments, sterilization procedures, and patient care protocols. The incumbent is exposed to frequent interruptions, interaction with students and the public, and variable noise levels depending on the activity and location.

Working Conditions:

Work is performed indoor office, classroom, and/or clinical/laboratory conditions.

The incumbent may be subject to exposure to hazardous or potentially dangerous substances including contact with bloodborne pathogens, bodily fluids, infectious/communicable diseases, and other health and safety risks typical of healthcare environments. Appropriate training and adherence to safety protocols, including use of personal protective equipment (PPE) are required.

Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions of the position.

North Orange County Community College District (NOCCCD) is committed to creating a diverse academic and workforce environment that encourages and fosters diversity, equity, inclusion, and equal opportunities for everyone. NOCCCD is focused on creating a welcoming culture to ensure students, faculty, management, and staff feel included, supported, and safe.



NORTH ORANGE COUNTY
COMMUNITY COLLEGE DISTRICT



Cypress College



Fullerton College

NOCE
NORTH ORANGE
CONTINUING EDUCATION

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NOCCCD looks for likeminded and inclusive individuals who represent the community's diversity and demonstrate a sensitivity to the understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of those we represent. Our District community of professionals is devoted to enriching our students' lives by bringing a variety of ways to engage and discover their individual and collective paths through education.