WALLA WALLA COMMUNITY COLLEGE
POSITION DESCRIPTION

RECEIVED
APR 05 2018
Human Resource

Name of Employee: Melissa Rodriguez **Date:** 03/30/2018
Department: Unit M, Health Science Education
Supervisor: Kathleen Adamski, Dean of Health Science Education

JOB TITLE: Director of Allied Health and Safety Education

General Description:
This position reports to the Dean of Health Science Education and is responsible for the development and management of Allied Health and Safety Education programs and classes for both the Walla Walla and Clarkston campuses. The Director serves as a liaison between Walla Walla Community College and various community and state healthcare agencies/boards to ensure that institutional, state, or national program approvals and accreditations are maintained. This position works with students in various Health Science Education programs to assist them to navigate their program of study and has an active role in recruitment, retention, and program completion activities.

Essential Functions:

- Leadership: This position requires a person who possesses the leadership skills for team building and support of the Allied Health and Safety faculty and staff. Participation in the development of program policies, course curriculum, outcomes assessment, and accreditation documentation is also necessary.

- Management: The ability to manage and prioritize competing responsibilities is essential. These responsibilities include:
    - Ensure that programs and courses are aligned with institutional, state, and/or national approval or accreditation guidelines
    - Supervise the compilation and maintenance of program activity and student records
    - Secure needed materials and classrooms for course offerings
    - Research and document Needs Assessments and accreditation requisites for potential new programs, degree and/or course offerings
    - Assist instructional staff in curriculum development using Universal Design for Learning and/or accessibility concepts
    - Participate in the development and monitoring of budget expenditures to ensure that necessary equipment and supplies are maintained
    - Prioritize and resolve a variety of day-to-day challenges or problems within the department.
    - Ensure that there is a monitoring system in place to track recruitment, retention, and program completions

- Supervisory: This position recruits, hires, and evaluates Allied Health and Safety Education staff (Exempt, Faculty and Classified Staff positions) according to institutional and state requirements on both the Walla Walla and Clarkston campuses. Occasional travel to the Clarkston campus is expected.

- Student Success: Student advocacy is a fundamental aspect of this position. It requires a person who can:
    - Provide academic and career advising to students for Allied Health and Safety Education programs
    - Meet with and advise students who have a concern noted on their criminal background check
    - Ensure that disability accommodations are met in accordance with college policy
    - Develop strategies to assist a diverse student population to be successful in Allied Health careers.

  The position also works closely with financial aid, BFET, and Student Services to provide complete wrap around services for students in Worker Retraining and Perkins programs of study.

- Student Outreach and Community Partnerships: In conjunction with college Workforce Navigators and other college personnel, this position assists in the planning and implementation of student recruitment, enrollment, and retention on both the Walla Walla and Clarkston campuses. Serving as a department liaison to community healthcare agencies is required, as is the ability to represent Allied Health and Safety Education professionally at college and community activities to develop and maintain collaborations and/or partnerships. This position strengthens the connection with adult basic education and other workforce programs, as well as expands the network of employers who are stakeholders in Health Science Education career pathways.

Competencies:

- Knowledge of the Washington State Board for Community and Technical Colleges program development/approval/credentialing processes for Allied Health and Safety programs.
- Clear and considerate verbal, written, and electronic communication skills with students, faculty, staff, visitors and industry partners that demonstrate respect for diverse cultural, ethnic, socioeconomic, and educational backgrounds.
- Excellent interpersonal and leadership skills that promote team building and the ability to establish and maintain strong working relationships with communities of interest (students, college, community stakeholders, the media, etc.).
- Effective organizational and time management skills.
- Ability to represent the College in a positive, professional manner to employees, students, community partners, visitors and members of the public.
- Exercise good judgment and problem-solving skills when making decisions.
- Hire and mentor adjunct faculty with a focus on adult learning strategies and classroom management.

Qualifications:

- Related training or licensed in an Allied Health and Safety Education profession
- Demonstrated leadership and management experience
- Experience with advising and teaching preferred
- 3-5 years of experience working in career readiness, career counselling or career navigation

Supervisory/Managerial Responsibilities:

- Recruits, hires, and evaluates Allied Health and Safety Education staff (Exempt, Faculty, and Classified positions) according to the institutional and state requirements on both the

Walla Walla and Clarkston campuses.

- Ensure that programs and courses are aligned with institutional, state, and/or national approval or accreditation guidelines
- Supervise the compilation and maintenance of program activity and student records
- Secure needed materials and classrooms for course offerings
- Research and document Needs Assessments and accreditation requisites for potential new programs, degree and/or course offerings
- Assist instructional staff in curriculum development using Universal Design for Learning and/or accessibility concepts

Budget Authority:

- Participate in the development and monitoring of budget expenditures for Allied Health and Safety Education programs on both the Walla Walla and Clarkston campuses.
- Ensure that adjunct faculty contracts are created according to institution guidelines.
- Create and maintain a 5-year Equipment Replacement list; recommend major equipment purchases to the Dean of Health Science Education.

Work Environment/Physical Demands/Travel Required:

- Work Setting:
  - The work setting is indoors with standard office equipment and no expected exposure to hazards.
  - Repetitive typing on a personal computer can be expected.
- Schedule:
  - Standard business hours are Monday-Friday from 8:00 am-5:00 pm. Occasional evening and/or weekend work should be anticipated for professional meetings or student outreach activities. Summer work hours are normally adjusted to Monday-Thursday, 10-hour days.
- Travel Requirements:
  - Travel to the Clarkston campus is expected at least 2-3 times per quarter; occasional travel can be expected for attendance at professional meetings.
- Tools and Equipment:
  - Standard office equipment: computers, printers, telephone, scanner, copy machine, etc.
- Customer Interactions:
  - Frequent contact with students, faculty, staff, and community members.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities ad activities may change or be assigned at any time with or without notice.

Signatures:

This job description has been approved by the following appropriate supervisor(s). By signing below, the employee acknowledges an understanding of the requirements, and essential functions and duties of the position.

[redacted]