



Associate Dean, Nursing Services

Management Range: 21

Board Approv: 08/13/26

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*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the general direction of the appropriate Administrator, the Associate Dean of Nursing Services is responsible for the organization, operation, administration, supervision, compliance, and evaluation of the services provided by the Vocational Nursing Program and Nursing Services Pathway (CNA, HHA, ACNA, and Phlebotomy). This position will also serve as the Director for the Vocational Nursing Program.

The San Bernardino Community College District, including Crafton Hills College and San Bernardino Valley College, has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Associate Dean of Nursing Services must demonstrate a profound understanding of and experience successfully supporting individuals with varying backgrounds, including persons with disabilities, various gender identities, and sexual orientations; individuals from historically underrepresented communities; and other historically underserved groups. The person in this position has a responsibility to ensure that the district provides an inclusive educational and employment environment focused on strategies for success as well as proactive, student-centered practices and policies committed to eliminating equity gaps and ensuring equitable outcomes for all.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provides leadership, direction and support for student-centered Nursing Services programs from recruitment through successful completion; assesses local, state, and national trends; identifies student, employer, healthcare workforce, and community needs; and works collaboratively to develop, strengthen, and sustain programs and services that meet the needs of a diverse community in accordance with applicable Board of Vocational Nursing and Psychiatric Technicians (BVNPT) and California Department of Public Health (CDPH) requirements.
2. Works collaboratively with the Division Dean, Faculty Chair(s), and Assistant Director(s), and other stakeholders to develop and implement strategies to improve student success, retention, completion, certification or licensure outcomes, workforce preparation, and college-wide goals.
3. Carries out functions of Vocational Nursing Program Director as regulated by the BVNPT, and the Accreditation Commission for Education in Nursing (ACEN) to ensure program compliance.
4. Ensures compliance with CDPH regulations regarding the CNA, HHA, ACNA, and phlebotomy programs.
5. Manages, plans, organizes, supervises, and evaluates all aspects of assigned Vocational Nursing and Nursing Services Pathway programs, including faculty and staff assignments, curriculum development and implementation, program approval, accreditation, regulatory compliance, program review, and continuous improvement.



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6. Obtains, analyzes, and prepares annual statistical reports, grant-related data, program outcomes, and other required documents; assists with grant writing, grant management activities, and reporting requirements to support program operations and compliance.
7. Prepares and submits all appropriate forms and documents required for approval of faculty and clinical facilities, curriculum changes, and licensure of graduates.
8. Provides leadership in the development, review, assessment, and maintenance of curriculum to ensure assigned programs meet applicable BVNPT, CDPH, accreditation, regulatory, industry, workforce, and educational standards.
9. Coordinates schedules for various programs and staff.
10. Coordinates, develops, administers, and monitors assigned program budgets, including reviewing expenditures, approving purchase requisitions, monitoring grant-funded resources as assigned, and making budget and resource allocation recommendations.
11. Coordinates the orientation, onboarding, training, and support of new faculty and assigned program personnel.
12. Monitors student progress, participation, attendance, clinical requirements, skills competency, remediation plans, completion milestones, and certification or licensure eligibility requirements in assigned programs.
13. Coordinates college-wide initiatives for the improvement of programs and services.
14. Resolves and addresses student, staff and faculty complaints and grievances on both an informal and/or formal basis in accordance with District policies and procedures.
15. Arranges, coordinates, and monitors off-campus labs and ensures applicable affiliation agreements, facility approvals, contractual obligations, regulatory requirements, safety standards, and program requirements are met.
16. Conducts or coordinates regularly scheduled faculty meetings.
17. Works collaboratively with the Faculty Chair and program faculty as a team to coordinate class schedules to ensure maximum utilization of facilities and effective use of clinical sites and enables the college to meet its FTES goals.
18. Stays abreast of leading instructional technology changes and works to incorporate appropriate technology into classroom, laboratory, clinical, and program activities.
19. Works closely with education, healthcare, clinical, community, and workforce partners and stays informed of vocational nursing, nursing services pathway, healthcare education, and workforce trends.
20. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.



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21. Performs other duties as assigned.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of

- Principles, practices, standards, and trends related to Vocational Nursing and Nursing Services Pathway programs, including CNA, HHA, ACNA, Phlebotomy, and related programs.
- Applicable BVNPT, CDPH, Title 16, Title 22, accreditation, certification, licensure, and program approval requirements for assigned programs.
- Nursing education curriculum development, student learning outcomes assessment, program review, and competency-based instruction.
- Certification and licensure processes, including student eligibility, application requirements, completion documentation, and examination outcome tracking.
- Principles of supervision, training, and performance evaluation.
- Basic principles and practices of budget preparation and administration.
- Principles and procedures of record keeping.
- Principles of basic report preparation.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- The use of educational technology for course delivery.
- Conducting student outcomes assessment.
- Best practices in teaching lecture and lab courses.
- Appropriate sections of the Education Code and Title 5.

Ability to

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Instruct and evaluate educational content.
- Prioritize and execute a wide range of projects simultaneously.
- Research topics, collect data, analyze data and form conclusions.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Understand the organization and operation of the District and of clinical facilities as necessary to assume assigned responsibilities.
- Select, train, and evaluate staff.
- Network with statewide vocational nursing, nursing services, healthcare education, clinical, and workforce partners and identify trends affecting assigned programs.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Provide guidance and leadership to Faculty Chairs and Directors.
- Help strengthen the various health science programs.
- Communicate effectively both orally and in writing.



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- Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work, including colleagues at medical or clinical facilities.

Education/Training

Required Education:

- Master's degree from an accredited institution in Nursing.

Required Experience:

- Two (2) years of full-time experience in a registered nursing program.
- One (1) year experience in management role.
- At least one (1) year of continuous full-time experience providing direct patient care as a Registered Nurse (RN).
- Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students and staff, including those with physical and/or learning disabilities.

Required License:

- A current California Registered Nursing License issued by the California Board of Registered Nursing.
- Must meet applicable requirements for approval as Director of a Vocational Nursing Program by the Board of Vocational Nursing and Psychiatric Technicians.

Desired Experience:

- Experience working with other health sciences programs such as but not limited to Pharmacy or Psychiatric Technology.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom/clinical setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.