

PROVOST OF HEALTH OCCUPATIONS

GENERAL STATEMENT:

Serves as campus administrator to plan, direct, and evaluate programs for Health Occupations leading to the attainment of the educational objectives of the programs and institution.

REPORTS TO:

Vice President of Instruction

OCCUPATIONAL GROUP:

Administration

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree in Nursing with content in a major clinical nursing area, or administration and evaluation.

LICENSE OR CERTIFICATION:

Registered Nurse (RN) licensure in Texas

EXPERIENCE:

At least three (3) years teaching experience in an Associate Degree Nursing program and at least three (3) years clinical experience in nursing, providing a broad educational background and experience which demonstrates abilities in nursing practice, principles of teaching, administration and public relations.

OTHER:

Membership and participation in professional and civic organizations; Good interpersonal skills. Demonstrated competence in education and administration.

DUTIES AND RESPONSIBILITIES:

- Develop and maintain an environment conducive to the teaching/learning process.
- Formulate and implement policies and standards in the health occupations division.
- Direct the activities and maintain the academic standards in the health occupations division.
- Provide leadership within the faculty for the development and implementation of all programs and curricula in the health occupations division.
- Supervise and coordinate all instructional programs in the health occupations division.
- Evaluate the activities of the faculty in classroom and in clinical areas.
- Supervise the preparation of syllabi and instructional materials relating to the health occupations division.
- Recommend the need for new, modified and revised courses and/or programs to the vice president of instruction.
- Prepare class schedules each semester.
- Maintain lines of communication between the faculty and the administration and interpret the approved policies of the health occupations division through attendance at staff meetings.
- Assist with counseling and registration each semester.
- Prepare the proposed budget for the health occupations division and present to the vice president of instruction.
- Administer and control the budget for the health occupations programs.
- Participate in College committees and other activities of the College.
- Represent the Health Occupations Division in administrative meetings.
- Participate in strategic planning for the College and division.

PROVOST OF HEALTH OCCUPATIONS

- Coordinate development implementation and evaluation of administrative outcomes for the Health Occupations Division and HSC.
- Supervise the maintenance and upkeep of HSC facilities including library and skills labs.
- Participate in grant application process, implementation and evaluation of grants awarded and development of grant reports for the Health Occupations Division.
- Recruit, interview, and recommend to the president and vice president of instruction an adequate number of qualified applicants for health occupations faculty positions.
- Maintain public relations, evaluate clinical facilities, and prepare contractual agreements with clinical facilities for student clinical experience.
- Assist in recruitment, evaluation, and counseling of health occupations students.
- Appoint nursing and other committees.
- Liaison with and maintain a relationship with the central administration.
- Facilitate faculty development, performance review, and retention.
- Liaison with and maintain a relationship with the Texas Board of Nursing.
- Assist nursing and other committees.
- Plan and initiate faculty orientation for the health occupations division.
- Prepare reports, surveys, and evaluation reports for regulatory agencies.
- Coordinate activities for accreditation and/or approval of health occupation programs.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as chairperson for health science center faculty meetings and health occupation division meetings.
- Maintain ongoing advisory committees for the health occupations division.
- Keep faculty files current in the president's and provost's offices.
- Make arrangements for coverage if instructors are unable to meet classes/clinical.
- Keep abreast of new trends in nursing education by attendance at national and state level planning and evaluating committees.
- Adhere to the health occupations division health and safety policy.
- Maintain current CPR certification for health care providers.
- Cultivate an ongoing relationship with the community to establish affiliate agencies and to ensure responsiveness to community needs.
- Participate in professional organizations.
- Coordinate Master Plan of Evaluation process with ADN and VN faculty.
- Provide leadership in curriculum development, including establishment of departmental learning outcomes (LEAPS) and the reporting of learning outcomes results as required by departmental procedures.
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- May be required to don personal protective equipment such as mask, gloves, goggles, and gown to prevent exposure to blood and body fluids in the clinical setting.
- May require irregular evening and weekend hours.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 09/20/95 Revised: 11/30/2011
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