



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Dean of Nursing & Allied Health

A 12 month administrative/faculty position. Supervise the activities of the Nursing & Allied Health division. To include course scheduling; program expansion; course development; teaching; office hours; participation in campus activities; curriculum development; and committee assignments.

- Maintain performance standards and pursue goals, objectives, and activities that promote the mission and values of the college.
- Maintain required programmatic approvals and program accreditations.
- Develop and implement long-range divisional programs, plans, goals, and policies.
- Coordinate preparation and periodic revision of course syllabi.
- Schedule course offerings and coordinate teaching assignments.
- Conduct regular divisional meetings to apprise the faculty of institutional plans, activities, and expectations.
- Actively recruit and interview qualified full-time and adjunct faculty.
- Orient new faculty.
- Evaluate teaching faculty and division staff.
- Encourage professional development of faculty.
- Encourage and support implementation of teaching activities that promote learning-centered education.
- Seek opportunities for program growth and development.
- Cooperate with area colleges and universities to promote transfer of Fletcher credits through articulation agreements.
- Serve on appropriate faculty and administrative committees.
- Maintain current knowledge of program rules and regulations, and communicate changes to faculty and staff.
- Meet schedules and timelines.
- Maintain essential divisional records.
- Coordinate divisional budget requests and coordinate execution of approved budget.
- Manage divisional facilities and equipment, including maintenance and control of inventory.
- Develop reports that summarize the progress, problems, and prospects of the division.
- Assume special responsibilities on assignment from the Vice Chancellor or Chancellor.
- Create a learning environment in which all students are treated equitably and with respect.

- Participate in professional development activities that enhance effectiveness, particularly with respect to teaching and student learning.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Be receptive to requests from colleagues, students, and administrators to serve in a voluntary capacity in such situations as coverage of a colleague's class on an emergency basis, application of expertise in tasks that serve the college, speaking engagements, college or program specific recruitment activities, serving as advisor to a student organization, developing new organizations, assisting in or supporting student activities, assisting at local conferences, or participating in fund-raising activities.
- Communicate effectively with students, colleagues, and supervisors and utilize appropriate channels of communication within the College community concerning procedures and/or inquiries.
- Be adaptable to schedule/load adjustments based upon enrollment and accountable for a forty-hour workweek, including instructional responsibilities, planning, meetings, etc.
- Represent the college in manner, appearance, and behavior that promote a positive image of the college within the community.
- Participate in committee work either as working member or as chair. From time to time, faculty members will be asked to participate on administrative committees, such as search committees, ad hoc committees, etc.
- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Make adequate preparation for the instructional process; incorporate strategies, and a variety of evaluation methods to accommodate students with varying learning styles and to ensure that course content is presented in a professional manner, with adequate opportunity for students to engage in dialogue about course content.
- Develop and administer periodic tests, assignments, and informal classroom assessment (formative and summative) to monitor students' performances, to monitor instructional effectiveness, and administer final examinations during the scheduled exam periods.

**Accreditation and Licensure:** Fletcher's RN program is approved by the Louisiana State Board of Nursing. Fletcher's PN program is the only program in the state of Louisiana approved by ACEN. Our Allied Health programs hold various programmatic accreditation. We uphold the highest standards of healthcare education excellence.

**Qualifications:** Masters' Degree in Nursing, an active license to practice as a registered nurse in Louisiana or eNLC interstate compact, or the ability to convert your license to the eNLC interstate compact\* and a minimum of three years' experience in the area of nursing education in higher education in a college setting and three years in clinical practice. Demonstrated success in administration, professional activities, and applied experience in field with traditional, adult and non-traditional learners. Dynamic leadership, experience in faculty development, and excellent communication skills. Flexibility with the ability to be a collaborative team player. Demonstrated commitment to student success, outcomes based education and sensitivity to respond appropriately to the needs of a diverse population.

\*States on the eNLC interstate compact are listed in the table following: <https://www.ncsbn.org/nlcmemberstates519.pdf>  
For more information about the eNLC Interstate Compact, please see <https://www.ncsbn.org/nlc-toolkit.htm>. The following states are NOT on the eNLC interstate compact agreement and would require Louisiana RN Licensure: New Jersey, Indiana and Alabama (eligible 1/1/20).

**Reports To:** Vice Chancellor for Academic Affairs

**Fletcher Technical Community College is an Equal Opportunity Employer** in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

**Title IX Coordinator:**

Director of Human Resources (985)448-7929 or (985)448-7930  
1407 Highway 311  
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

[hr@fletcher.edu](mailto:hr@fletcher.edu)

or

**Fletcher Technical Community College  
Human Resources  
1407 Highway 311  
Schriever, LA 70395**

Application Instructions can also be located at [www.fletcher.edu](http://www.fletcher.edu) under Employment.