



## ASSOCIATE DEAN, PUBLIC SAFETY/ALLIED HEALTH (CHC)

**Management Range: 21**

Board Approved: 08/08/24

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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, Public Safety/Allied Health is responsible for the organization, operation, administration, supervision, and evaluation of the services provided by the Allied Health Programs. This position will also serve as the Director of the Emergency Medical Technician (EMT) and EMT-Paramedic Programs. The Associate Dean also provides leadership, direction, and commitment to the success of the Public Safety Programs from student recruitment to successful completion.

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 Public Safety/Allied Health must demonstrate a profound understanding of and experience with 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 commitment to student-centered learning by assessing local and national trends, and by working with others to identify programs and services that will meet the needs of a diverse community.
2. Ensure new and current programs and curriculum support student equity.
3. Works together with the Division Dean, Faculty Chair(s), staff, community members, and other members as a team to develop and implement strategies to improve student success and college-wide goals.
4. Conducts functions of EMT and EMT-Paramedic Director to meet accreditation requirements and ensure program compliance.
5. Manages, plans, and evaluates all aspects of the Public Safety programs including faculty, staff, curriculum development and implementation, and accreditation.
6. Obtains data and prepares annual statistical reports and other documents as needed.
7. Prepares and submits all appropriate forms and documents required for approval of faculty and clinical facilities, curriculum changes, and licensure of graduates.



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8. Provides leadership in the development and maintenance of all curricular matters assuring standards for accreditation are met.
9. Coordinates the various program and staff schedules.
10. Coordinates, develops, and implements the program budgets including electronically approving purchase requisitions.
11. Coordinates the orientation of new faculty.
12. Monitors student activities in the programs.
13. Coordinates one or more 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 off-campus labs and ensures that the contractual requirements of clinical agencies are met.
16. Conducts or coordinates regularly scheduled faculty meetings.
17. Works together with the Faculty Chairs 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 technology as applicable to the classroom curriculum.
19. Works closely with education and community partners and stays informed of Public Safety educational trends.
20. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
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**

EMT and EMT-Paramedic principles, practices, and content.  
Applicable Public Safety accreditation standards.  
Principles and practices of Public Safety certificates and degrees.  
Principles of supervision, training, and performance evaluation.



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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 conducting 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 Public Safety programs and identify trends in Public Safety education and 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.

Help strengthen the various Public Safety programs.

Communicate effectively both orally and in writing.

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.

#### **Required Experience:**

1. Two (2) years of full-time experience in a community college EMT or EMT Paramedic Program.
2. One year of experience as a Faculty Department Chair or Program Director in a Public Safety Program (e.g., EMT or EMT Paramedic Program).
3. At least three years of continuous full-time experience working as a Licensed Health Care Provider, EMT, or Paramedic.



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4. 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 State Paramedic License.

### **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.