AGENDA ITEM #XII-C-1
NOVEMBER 19, 2013
HIGHLAND COMMUNITY COLLEGE

REVISED JOB DESCRIPTION AND SALARY ADJUSTMENT
DEAN, HEALTH, NATURAL SCIENCE & MATH

RECOMMENDATION TO THE PRESIDENT: That the Board of Trustees approves the attached revised job description for Dean, Health, Natural Science, and Math, formerly Associate Dean, Nursing & Allied Health, with placement at range 73 on the Highland Salary Range Table. A salary adjustment of $10,000 for Ms. Donna Kauke, retroactive to August 15, 2013, is also being recommended based on additional responsibilities assumed by Ms. Kauke.

BACKGROUND: The Associate Dean, Nursing & Allied Health position has had a substantial change in the complexity and scope of work resulting from two Associate Dean positions being combined when Ms. Kauke, the Associate Dean, Nursing & Allied Health, temporarily accepted the additional responsibilities of overseeing the Natural Science & Math division. An updated position analysis questionnaire (PAQ) was submitted as part of the request for reconsideration process. The salary adjustment request was reviewed through the PAQ process with the final amount determined by the Vice President of Academic Services and President. This plan has proven to be effective and fiscally responsible, resulting in an approximate cost savings of $30,000.

Ms. Kauke assumed the additional responsibilities on August 15, 2013. This plan, along with other organizational changes, made it unnecessary to refill the vacant Associate Dean, Natural Science & Math position following the retirement of Mr. George Goldsworthy. It is recommended that, due to the combination of previous and added responsibilities, a base salary increase of $10,000 be given to Ms. Kauke, bringing her annual base salary from $83,640 to $93,640.

BOARD ACTION: __________________
Highland Community College
Position Description

TITLE: Associate-Dean, Health, Natural Science & Mathematics*

GENERAL STATEMENT OF RESPONSIBILITIES: To provide supervision and direction for the programs within the area of Health, Natural Science & Mathematics.

PRINCIPAL DUTIES: (essential functions)

- Leads the development, supervision, coordination and evaluation of the instructional programs related to areas of assignment.
- Trains, supervises and evaluates the work performance of assigned staff. Recommends an employee for promotion, reassignment, discipline and termination.
- Participates in the development of class schedules, makes teaching assignments and the efficient distribution of teaching loads.
- Effectively partners with FHN (Freeport Health Network) and other regional health care providers.
- Assists in preparing and managing the annual budget and makes recommendations for the purchase of supplies, materials and equipment.
- Supervises and leads the selection process for nursing students.
- Participates in the development, implementation and evaluation of annual goals and objectives for the College, the division and individuals.
- Provides supervision, leadership, and motivation to improve the quality of instruction, to implement the concept of the learning college, and to establish quality management principles and processes. Provides leadership and supervision in quality of instruction and in the establishment of quality management principles and processes.
- Assists with Assessment of Student Learning, AQIP, and other projects as assigned.
- Communicates and interprets administrative policies to faculty and staff and represents division internally and externally.
- Assists in the preparation and maintenance of a variety of reports, plans, surveys, questionnaires as required.
- Leads new program development in assigned areas.
- Participates in collective bargaining as requested.
- Develops personnel requirements and qualifications for assigned areas and, with the assistance of Human Resources, locates, interviews, and recommends qualified personnel.
- In accordance with the Risk Management Policy and Program:
  - Reviews student complaints.
  - Oversees and monitors instructor and student travel.
  - Reviews student conduct and intervention.
  - Performs safety assessments of Natural Sciences classrooms, labs and equipment.
  - Serves on the College Chemical Hygiene Committee.
  - Consults with faculty on safety practices.
  - Oversees proper storage and disposal of hazardous materials in accordance with Environmental Protection Agency guidelines.
- Performs other duties as assigned.

KNOWLEDGE AND SKILLS REQUIRED:
Knowledge of practices in the administration of health, natural science and mathematics programs and related support activities.
Knowledge of curriculum, programs and staff development.
Knowledge of assessment practices of student learning.

Adopted 11/19/1991
Dean, Health Natural Science & Mathematics Job Description November 2013
Knowledge of technology used in teaching and learning.

KNOWLEDGE AND SKILLS REQUIRED (CONTINUED):

Knowledge of grant administration techniques, budget preparation and expenditure control.
Knowledge of research and analysis techniques and strategies.
Knowledge of personnel management and supervisory principles and practices.

Skill in assessing instructional education needs and developing responsive programs.
Skill in effectively managing staff, delegating tasks and authority, and training personnel.
Skill in planning and developing instructional services.
Skill in assessing and prioritizing multiple tasks, projects and demands.
Skill in developing and implementing long and short-range goals and procedures for cost effective management of allocated resources.
Still in researching and writing grants and other operational reports.
Skill in identifying problems, evaluating alternatives and implementing effective solutions.
Skill in preparing reports, developing and monitoring budgets, and administering policies and procedures.
Skill in establishing and maintaining effective relationships with co-workers and others.

PHYSICAL REQUIREMENTS: Work is routinely performed in office environments. Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling, climbing, stooping and occasional lifting of objects up to 20 pounds.

MINIMUM QUALIFICATIONS: Masters degree in one of the natural sciences or mathematics, Nursing, and two (2) years management experience, two (2) years clinical nursing work experience and two (2) years instructional experience in a nursing education program five (5) years teaching and/or administrative or related experience OR an equivalent combination of education and experience that provide the required knowledge and skills.

REQUIRED LICENSE/CERTIFICATION: None

REGISTERED PROFESSIONAL NURSE (RN) in the state of Illinois.

SECURITY SENSITIVE POSITION: May require a criminal background check.

REPORTS TO: Vice President, Academic Services

APPOINTED BY: Board of Trustees.

SELECTION: This position is appointed by the Board of Trustees.

FLSA CLASSIFICATION: Exempt

CLASS CODE: 6112

JOB SERIES/FAMILY: Administrative Series/Academic Group

LAST REVISED: 4/23/08 11/19/13 *[Pending Board Approval]