

**Associate Dean of Nursing Program
Community Colleges of Spokane**

Direct Link: <https://www.AcademicKeys.com/r?job=255942>

Downloaded On: Apr. 19, 2025 3:39pm

Posted Apr. 17, 2025, set to expire May 11, 2025

Job Title Associate Dean of Nursing Program
Department Staff
Institution Community Colleges of Spokane
Spokane, Washington

Date Posted Apr. 17, 2025

Application Deadline 05/11/2025

Position Start Date Available immediately

Job Categories Associate/Assistant Dean

Academic Field(s) Health Sciences
Administration - Academic Unit

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Job Description

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Associate Dean of Nursing Program

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Nursing

Salary Range: \$131,338 - \$148,210

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Starting salary for this position is: \$131,338 (Annually)

The salary range represents the earning potential for this position, through training, evaluations and years spent working in this position with Spokane Colleges.

About Us

***Spokane Community College (SCC)** is one of two accredited institutions within the Spokane Colleges, serving approximately 15,000 students with a strong commitment to educational excellence, innovation, and community engagement.*

SCC is especially proud of its high-performing Nursing programs (RN, PN, and NAC), which boast strong NCLEX pass rates and rich clinical partnerships that prepare graduates to meet healthcare demands.

Beyond healthcare, SCC offers diverse programs in career and technical education, liberal arts and university transfer, and basic adult education-supporting learners at every stage.

While rooted in the greater Spokane area, SCC and the Spokane Colleges extend their reach across a 12,000+ square mile region, serving both urban and rural communities in Eastern Washington.

Applications will be accepted until 4:00 p.m. PST on 05/11/2025. The application process will not be available after this time. To ensure consideration make sure your application is completed and submitted as soon as possible. Applications will only be accepted prior to 4:00 p.m. on the closing date.

About the Assoc Dean Nursing Program

JOB SUMMARY

The Associate Dean of Nursing Programs (Nurse Administrator) reports to the Dean of Health and Environmental Science and is responsible for providing leadership, management, planning, assessment, evaluation and advocacy for faculty and programs associated with Nursing programs at Spokane Community College (SCC). This position ensures SCC's Nursing programs are compliant

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with federal, state and local laws.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Operations

- Manage the operations of the Nursing programs and act as an advisor to the Dean and Vice President of Instruction concerning issues affecting the programs. *
- Recommend, design, develop, and implement Nursing programs' policies, procedures, and initiatives. Promote student success and continually improve the division's programs. Collaborate with faculty to develop, assess, and track student and program outcomes. *
- Responsible for Nursing programs' fiscal operations. Develop and administer the annual state support and self-support budgets including revenue and expenditures for the programs. Ensure proper allocation of the budget/monies. Advise the Dean and/or Vice President of Instruction on capital improvements and other items affecting the programs. *
- Facilitate the development, implementation and evaluation of program curriculum. Ensure curriculum meets appropriate standards. *
- Facilitate the development of long-range goals and objectives for nursing programs. *
- Advocate for and represent the SCC Nursing programs within SCC, the district, local and rural communities, throughout Washington State, and nationally if needed. *

Compliance

- Ensure the Nursing programs are in compliance with federal, state, and local level educational program regulations and guidelines e.g., Accreditation Commission for Education in Nursing (ACEN), Washington Board of Nursing (WABON), etc. *
- Conduct program review processes. Monitor ACEN and WABON rule and regulation changes that may impact the programs. Make and/or recommend changes to programs as necessary. Work with and notify the nursing commission of program changes when necessary. *
- Ensure effective Nursing programs advisory committees. *

Leadership

- Supervise professional exempt, classified, and faculty employees (train, schedule, evaluate, discipline and respond to grievances). Adhere to the faculty Master Contract, classified contract and all district rules and regulations ensuring efficient operations. *
- Inform and educate assigned faculty and staff about behavior and performance expectations,

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provide timely and accurate feedback regarding performance, and ensure performance and behavioral problems are corrected promptly and effectively. *

- Mentor and encourage faculty to use alternative teaching styles e.g., problem-based and evidence-based learning. Maintain required contractual training agreements and foster relationships with clinical sites and health care agencies. *
- In consultation with faculty, manage the Nursing programs' schedule of classes. Handle questions and disputes regarding contracts and instructor workloads. Coordinate classes and programs between other divisions and units of SCC and Spokane Colleges as necessary. *
- Resolve faculty and student complaints according to complaint procedures. Work with and advise students on class information, tutoring, procedures for late adds/drops, counseling services and other student services when necessary. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance Spokane Colleges' strategic plan, and perform other duties as assigned. *
- May seek and apply for additional funding/grants as needed/requested.
- May be assigned to participate on committees outside of the division.
- Participate in strategic planning activities for the division of Health and Environmental Science.

**Indicates this is an essential duty.*

COMPETENCIES

- Decision Quality
- Action Oriented
- Resourcefulness
- Directs Work
- Plans & Aligns
- Ensures Accountability
- Drives Results
- Builds Effective Teams
- Persuades
- Drives Vision & Purpose
- Instills Trust
- Nimble Learning

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Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- Bachelor's of science in nursing (BSN) and a master's degree in nursing OR a master's of science in nursing (MSN) from an accredited institution.
- Current unencumbered RN license. (Or obtain a Washington State unencumbered RN license within three months of employment).
- Three years of experience as a registered nurse giving direct patient care.
- Educational preparation in teaching nursing or two years of experience in teaching nursing.
- Supervision experience with a demonstrated ability to lead faculty, staff, and students in a way that is sensitive, energetic, professional, humane, and ethical.
- Curriculum development and administration experience.
- Current knowledge of nursing practice at the associate degree program level.
- Expertise in fiscal management, curriculum analysis, evaluation processes, and problem-solving techniques.
- Experience working with nursing boards and nursing accreditation organizations.
- Demonstrated ability to work collaboratively with all segments of the college community: to articulate values, goals, and priorities; to respond to challenges; to foster educational excellence; to promote the professional development of faculty and staff; and to plan for future opportunities.
- Demonstrated ability to build consensus around difficult issues and to make difficult yet informed decisions that resolve conflicts and move programs forward.
- Demonstrated ability to work with the community to develop positive relationships and to ensure that college curriculum reflects community needs.

DESIRED QUALIFICATIONS

- A Doctoral degree from an accredited institution.
- Experience in data gathering, analysis and reporting.

PHYSICAL REQUIREMENTS

- Work is performed in an office and classroom environment.
- Work is sedentary in nature.
- Frequent use of computers and exposure to terminal screens.

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CONDITIONS OF EMPLOYMENT

- Contract 12-month position.
- Position is exempt from Fair Labor Standards Act (FLSA).
- Criminal background check is required.
- Requires local or regional travel.
- Valid driver's license is required.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

This is a contracted, exempt management position. Medical, dental life and long term disability insurance benefits are provided as currently administered under the Public Employees Benefits Board; TIAA-Cref retirement plan or WA State Retirement Plan. Vacation leave accrues at the rate of 14.67 hours per month (22 days per year) and sick leave accrues at the rate of 8 hours per month, effective upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.)

[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

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To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.
- College transcript(s) if applicable - unofficial/copies of transcripts are acceptable; official transcripts are required upon hire.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/associate-dean-of-nursing-program-spokane-washington-united-states>

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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