



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
invites applications for the position of:

Dean of Instruction, Health Sciences

SALARY: \$8,442.00 - \$8,442.00 Monthly

OPENING DATE: 05/15/19

CLOSING DATE: 05/15/19 11:59 PM

SUMMARY OF RESPONSIBILITIES:

Lake Washington Institute of Technology (LWTech), located 15 miles northeast of Seattle, is the only public institute of technology in Washington state and has provided high quality education since 1949. We offer 8 applied bachelor's degrees, 43 associate degrees and 91 professional certificates in 42 areas of study, including STEM-focused programs in Science, Technology, Engineering and Math. LWTech is located within the city of Kirkland, which is home to companies such as GoDaddy, Google, Astronics and EvergreenHealth, and the college is within minutes from Microsoft and Nintendo. LWTech was recognized by the Aspen Institute as one of the top 150 two-year colleges in the nation in 2018 and is proud to be a Military Friendly School.

The Dean of Instruction – Health Sciences, offers an exciting opportunity to provide crucial strategic instructional leadership at Lake Washington Institute of Technology, working collaboratively to nurture a positive, inclusive, and accountable culture. Looking toward the future of Health Sciences and associated fields, the Dean works closely with college and industry partners in Washington's vibrant high-tech region--home to Boeing, Microsoft, Amazon, Costco and Starbucks, and with robust representation of internationally and nationally serving businesses and independent businesses. This position will respond to regional economic development needs, steer the design of innovative program development and curricula that enhance employees' skills and knowledge, promote student access, success, and completion in certificate to baccalaureate programs, recruit and retain students and faculty, support the seeking of and management of major grants and contracts, and ensure stewardship of state and other funds.

The Dean will be a visionary, exploring interdisciplinary collaboration, technological innovation, and approaches to learning and implementation of promising practices in teaching and learning. The Dean will oversee the specific disciplinary fields (Behavioral and Social Services, Dental Assisting, Dental Hygiene, Fitness Specialist, Funeral Services Education, Medical Assisting, Physical Therapy Assistant, Nursing and Public Health) and corresponding external accreditations. This Dean will also interface with the Deans overseeing high school programs and transitional studies to create pathways to careers for Adult Learners, English Language Learners and youth at risk.

The Dean has responsibility for the day-to-day division operations and is the first-line supervisor of assigned full-time and part-time faculty and support staff. This is a contracted, exempt administrative position that reports to the Vice President of Instruction.

LWTech is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its staff and faculty. We serve a [student population](#) of 6,500 that come from a variety of backgrounds. We strongly value diversity and are working to improve access and successful

educational outcomes for all students. We are actively seeking applicants that will help to balance our employee workforce to align with our students and community. Questions regarding the College's commitment to diversity and our campus culture may be directed to [Human Resources.Equity, Diversity, Inclusion Council](#).

ESSENTIAL FUNCTIONS:

- Foster a culture of relevant, rigorous, innovative, and inclusive learning
- Work collaboratively with the instructional team to establish individual and program goals and objectives, research and recommend new or modified programs, conduct program and viability reviews
- Recommend for hire, orient, train, direct, supervise and evaluate performance, and oversee improvement plans for division employees consistent with collective bargaining agreements and assigned duties
- Assure faculty are evaluated for growth relative to the state vocational certification process and have plans for professional development that represent both program and individual needs
- Assure communication with and consideration of opinions offered by Technical Advisory Committees in curricular and technology considerations
- Develop, maintain and review relevance of external accreditations, licensure and certifications for inclusion in programs within the division – lead efforts to attain and maintain these chosen relationships
- Oversee the tenure process consistent with the faculty collective bargaining agreement
- Determine faculty instructional assignments and workload
- Oversee the creation of the quarterly class schedule and multi-year planning
- Assist in resolving students' instructional concerns
- Develop, implement, and monitor divisional budgets within college, state, and federal guidelines
- Supervise operation, maintenance, and revision of college facilities and equipment in assigned program areas for safe and effective use
- Assist in procuring donations and grants
- Implement and interpret policies, procedures, and contracts
- Maintain knowledge of current trends and developments in the field
- Represent the college in community activities, state and national councils and organizations, advisory boards, and other business and industry relations, host such meetings as appropriate
- Prepare and supervise the preparation of reports for internal and external sources
- Analyze and apply appropriate data to decision-making
- Advise and inform college staff on department matters; identify potential problem areas and make appropriate recommendations
- Assist other college administrators as necessary; assume and effectively discharge other duties as assigned

QUALIFICATIONS:

- Master's degree required; earned doctorate preferred;
- Three or more years work experience in an institution of higher education or transferable experience and competencies
- Experience administrating programs in higher education, preferably as a full-time administrator, but faculty with some administration experience or training will be considered
- Experience in the Health Sciences
- Demonstrated experience with budgetary processes and financial statements
- College-level teaching experience or training of adult learners, professional/technical teaching experience a plus

- Demonstrated professional experience working in and/or supervising educators that is responsive to industry needs and economic demand for fields in the health sciences
- A thorough and insightful understanding of how projected changes in health care, the labor market, and higher education, as well as the growing national emphasis on translational research, will impact the educational needs of the students and graduates of the Health Sciences programs.
- Knowledge of rules governing professional-technical education, including those promulgated by State and Federal agencies as well as accreditation standards
- Ability to work successfully with diverse populations of students, faculty and staff and a commitment to a culturally diverse work environment that includes preparation of students for diversity in future employment
- Demonstrated interpersonal, communication, and problem-solving competencies, combined with a collaborative work style
- Demonstrated computer literacy; proficiency in Microsoft Office programs required

SUPPLEMENTAL INFORMATION:

Salary is \$8,442 per month. This is a full-time, 40 hours per week position. Typically, work hours are Monday-Friday from 7:30 am to 4:30 pm. Occasional evening and weekend hours may be required. Medical, dental and insurance benefits are provided as currently administered under Public Employees Benefits Board; State Retirement Plan; vacation accrues at 2 days per month and sick leave accrues at 1 day per month effective upon employment.

Required Online Application Materials:

Online application

Current resume

Cover letter addressing Essential Functions and Qualifications

Responses to the supplemental questions included in the online application process

Conditions of Employment:

Official transcripts/certifications will be required upon employment

Job offers are contingent upon successful completion of background/reference checks

Physical/Mental Requirements: The physical demands described here 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 functions.

Mobility: ability to sit, walk or stand for extended periods of time

Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare materials or equipment

Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 50 pounds

Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person

Emotional/Psychological Factors: ability to make decisions and concentrate, frequent contact with co-workers, as well as the public

Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

Environmental/Work Conditions:

Frequent use of office equipment

Exposure to weather; corridors between building are located outdoors

Eligibility Verification:

If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work

Affirmative Action Statement

Lake Washington Institute of Technology is an equal opportunity employer. Women and minority groups are strongly encouraged to apply. Lake Washington Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Questions regarding the College's Affirmative Action Policy may be directed to the Meena Park, Executive Director of Human Resources, Affirmative Action Office/Title IX Coordinator, (425) 739-8212.

CORRECTIONS OR EXTENDED NOTICES

You must submit an online application, including resume and letter, at <http://www.lwtech.edu>. We do not accept hardcopy, faxed, or emailed application materials.

Position #19E061
DEAN OF INSTRUCTION, HEALTH SCIENCES
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All application materials become the property of Lake Washington Institute of Technology.

OUR OFFICE IS LOCATED AT:

11605 132nd Ave NE
Kirkland, WA 98034
425-739-8212
hr@lwtech.edu

Accommodation: Persons with disabilities who need special accommodations for the application process should contact the Executive Director of Human Resources (425) 739-8212 or (425) 739-8122 TDD.

Interview Process: Applicants whose backgrounds best match the position's essential functions and qualifications are generally contacted for interview by phone or email 2 to 4 weeks after the position closes.

Equal Opportunity: Lake Washington Institute of Technology is an affirmative action/equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. Questions can be directed to the Executive Director of Human Resources/Title IX Coordinator at (425) 739-8212.

Immigration Reform and Control Act requirement: All new employees are required by law to submit documentation proving eligibility to work in the United State by completing an Employment Eligibility Form (I-9) within three days of employment.

Dean of Instruction, Health Sciences Supplemental Questionnaire

- * 1. Lake Washington values diversity and welcomes students from all backgrounds and levels of educational attainment. In 500 words or less, please describe how you would help LWTech enhance its commitment to diversity.

- * 2. Are you able to perform the essential functions of this position, with or without accommodation?
 Yes No

- * 3. Acknowledgement of required application materials.
An LWTech application packet must contain a **complete application (including education & employment history), resume, and cover letter**. Please ensure your application is complete and that you attach your resume and letter before moving forward with this submission.
 I acknowledge that if my application packet - including a complete application, resume, and cover letter - is incomplete, LWTech will not consider me for this position.
- * Required Question