

Job Description

Title: Academic Dean

Classification: Administrator of the Academic Department under the direct supervision of the President.

Area: Responsibilities include developing, refining, and implementing the school's curriculum and class schedule in conjunction with the President, coordinating with the hiring committee in the hiring of faculty, evaluating faculty performance, assists in interviewing all prospective students, maintaining student records, and acting as a liaison between students and faculty in matters regarding the curriculum.

Responsibilities

1. Curriculum

- Development, innovation, and refinement of the curriculum and the master school class schedule, in conjunction with the President.
- To ensure compliance with legal requirements of government regulations and agencies; to maintain the educational standards established by the State of New Jersey, and by those agencies that examine and accredit the school.

2. Administration

- To act as the academic leader of the school.
- To be responsible for the school's day-to-day operations with regard to the scheduling of students, the oversight of the academic advisement programs, and the monitoring of student academic progress.
- To maintain congruency between the school's Board-approved mission statement and all academic activities.
- To help develop and enforce policies that foster and maintain an excellent environment for teaching and learning.
- To maintain strict confidentiality and professionalism at all times; including but not limited to information discussed during meetings and in confidential documents.
- To work cooperatively with the President and Clinic Director for the overall management of student affairs.
- To attend appropriate meetings and conferences offered by national and state organizations.
- To coordinate, compile data for, and assist in the writing of the Annual Report and ACAHM Self-Study Report, including necessary related reports and correspondences.
- To submit budget proposals to the President.
- To be responsible for assuring that the annual and long-term goals and objectives of the Academic Department are consistent with institutional goals and objectives, and that there is a formal system of evaluation and documentation of the achievement of said academic goals and objectives.
- Participate in CCAHM Meetings and serve as the college representative.

3. Faculty

- To function as the direct supervisor of the department chairs.
- To observe, supervise, and evaluate faculty.
- Responsible for faculty assignment to courses.
- To oversee the development and implementation of the curriculum with the appropriate department head.
- To conduct regular meetings with faculty to deal with both routine school matters and with the exchange of ideas on issues of educational/philosophical interest and concern.
- To serve as a consultant to faculty in matters of classroom management, teaching methods, and general school procedures.
- To establish programs for the orientation of new faculty members, for in-service training of all faculty, and for the evaluation of classroom faculty members, and to ensure that teachers are familiar with and adhere to school policies in all areas of the school operation.
- To make recommendations to the President regarding the hiring, retention, and assignment of faculty.

- To perform as a faculty substitute in the event of a need.
4. Students
- To provide academic guidance to students who require additional assistance in situations such as 504 disabilities, advanced placement, etc.
 - To provide consistent academic advisement including student course schedules and adhere to academic policies as stated in the student handbook.
 - To oversee the grading of students, the recording of said grades, and the reporting of the standards and methods used by teachers to evaluate student achievement and proficiency.
 - To review and approve all transfer credit requests made by transfer students.
 - To respond to students' questions concerning matters of scheduling and curriculum.
 - To assist in interviewing all incoming students.
 - To maintain regular on-campus office hours to be accessible to the student body.

Minimum Qualifications

- D.Ac., DACM or DAOM from an ACAHM Accredited school
- Licensed Acupuncturist with a current active practice and have at least five years of clinical experience.
- Administrative/management experience and expertise in an academic setting.
- Experience teaching acupuncture and herbal medicine courses.
- Ability to interact effectively with diverse school community members.
- A strong commitment to the profession and to a philosophy of education consistent with the school's mission statement and goals.
- Being able and willing to work as a team player.
- Strong public speaking skills.
- Strong leadership skills
- Strong Organizational skills.
- High level of professionalism including discretion with confidentiality
- Familiarity with Microsoft Office, ZOOM, and electronic health records
- Experience working with the National Organizations (NCCAOM, CCAHM, ACAHM, ASA)

Additional Desirable Qualifications

- IT experience and expertise