



## San Bernardino Community College District Associate Dean, Public Safety and Allied Health

<b>SALARY</b>	\$71.27 - \$96.64 Hourly	<b>LOCATION</b>	Yucaipa, CA
<b>JOB TYPE</b>	Educational Administrator	<b>JOB NUMBER</b>	2426-00120
<b>DEPARTMENT</b>	Occupational Education	<b>OPENING DATE</b>	01/14/2026
<b>CLOSING DATE</b>	2/14/2026 11:59 PM Pacific	<b>WORK SCHEDULE</b>	Monday-Friday 8:00 a.m.-5:00 p.m. (hours vary depending on department needs)
<b>HR RECRUITER</b>	Erica Mosley - <a href="mailto:emosley@sbccd.edu">emosley@sbccd.edu</a>	<b>WORK DAYS/YEAR</b>	243
<b>MISSION STATEMENT</b>	The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a		

committed staff, with passionate  
leadership and community support

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## Job Description



*Anticipated Hire Date: July 1, 2026*

*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.
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.
0. Coordinates, develops, and implements the program budgets including electronically approving purchase requisitions.
  1. Coordinates the orientation of new faculty.
  2. Monitors student activities in the programs.
  3. Coordinates one or more college-wide initiatives for the improvement of programs and services.
  4. 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.
  5. Arranges off-campus labs and ensures that the contractual requirements of clinical agencies are met.
  6. Conducts or coordinates regularly scheduled faculty meetings.
  7. 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.

8. Stays abreast of leading instructional technology changes and works to incorporate technology as applicable to the classroom curriculum.
9. Works closely with education and community partners and stays informed of Public Safety educational trends.
0. Maintains accessibility and strong lines of communication with students and departmental faculty and staff.
1. 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.
- 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.

## Qualifications

### **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.
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.

### **Equivalency Process:**

The San Bernardino Community College promotes the effort to ensure that their supervisors and managers are administrators who can lead, organize, plan, and supervise; and who understand the needs of students, classified, faculty and the learning environment; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues. The minimum qualifications for supervisors and administrators should help the District to ensure that it will select individuals who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration.

This equivalency process is designed to include exceptionally strong candidates who may have earned, in a variety of ways, the equivalent to a Masters Degree. Equivalency determinations shall be determined jointly by the President of the College or designee and the Vice Chancellor of Human Resources, or Designee. The criteria used in making the determination shall be reflected in the governing board's action when employing the individual.

**Academic disciplines:**

Educational Administrators are required to hold a Master's Degree and complete one year of supervisory experience in the appropriate setting. While it is the intent of the Board of Trustees to employ educational administrators who possess the minimum qualifications set out by Title 5 regulations, there may be exceptional circumstances whereas applicants clearly have the equivalent to those minimum qualifications. Title 5 regulations allow for a local district to determine equivalencies for educational administrators.

Equivalencies to a Master's Degree may also be accepted for educational administrators supervising departments which only include academic disciplines. This should be an exceptional and uncommon occurrence.

An applicant for an educational administrator position where that administrator supervises departments that only include academic disciplines, may be determined to have the equivalent of a Masters Degree in the following ways. This list is not all inclusive.

1. Any Master's Degree with a minimum of 12 semester graduate units in the relevant academic discipline OR
2. A Bachelor's Degree in the relevant academic discipline and a combination of most or all of the following:
  - Graduate program coursework substantial enough to satisfy any general education portion of a Master's level course of study (12-20 semester units) or significant coursework within the relevant discipline in the absence of a breadth requirement (totaling 27-32 semester units).
  - A substantial number of years of community college level full-time teaching in one of the disciplines included in the department (10-20 years).
  - Evidence of organizational and planning skills with regard to educational activities.
  - Evidence of experience and skill supervising both faculty and staff.
  - Evidence of experience in budget development and administration.
  - Evidence of conducting major, special campus-wide projects.

- Evidence of participation in state and/or national discipline-specific organizations.
- Evidence of scholarly works.
- Evidence of major participation in the governance activities of a community college.
- Evidence of acclaim in the field.
- Evidence of contribution to the field on the local, state, and/or national level.

*\*Candidates that do not meet the minimum educational requirements will need to apply for equivalency in accordance with the SBCCD Management Personnel Plan. Please email [hire@sbccd.edu](mailto:hire@sbccd.edu) if you will need to apply for equivalency.*

## 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.

## Employment Requirements

The person selected for hire will be required to complete the following pre-employment requirements:

1. Submit to and successfully pass DOJ live scan/fingerprinting. Cost of live-scan services to be borne by candidate.
2. Sealed official transcript(s) in envelope from institution or electronic copies emailed directly from institution (for positions with higher education requirement)
3. Tuberculosis (TB) risk assessment.
4. Employment verification(s) (for salary placement on faculty salary schedule). ***The salary posted in the job listing reflects the range from the starting minimum to the maximum placement, which is determined based on the candidate's education and experience once the position is offered and the salary placement paperwork is submitted to the Office of Human Resources.***
5. Other pre-employment requirements may be required depending on the position (i.e. certifications or licenses; see job posting qualifications section for details).
6. Successful completion of all pre-employment requirements is mandatory to be eligible for employment. These requirements are in accordance with the San Bernardino Community College District's Administrative Procedures and Board Policies.

**Forecasted Recruitment Timeline** *(please note that delays may cause adjustments to this timeline):*

FORECASTED RECRUITMENT TIMELINE	
Internal HR Screening:	2/23/26- 3/13/26
1st Level Interviews:	3/23/26- 3/27/26
2nd Level Interviews:	3/30/26-4/3/26
Board Date:	6/11/26
Projected Hire Date:	7/1/26

**Employer**

San Bernardino Community College District

**Address**

550 E Hospitality Lane  
Suite 200  
San Bernardino, California, 92408

**Phone**

909-388-6950

**Website**

<http://www.sbccd.org>

**Associate Dean, Public Safety and Allied Health Supplemental Questionnaire**

**\*QUESTION 1**

**Did you attach the required transcripts?**

- Yes
- No

**\*QUESTION 2**

**Which option below best describes your highest level of education? (NOTE: For positions requiring college units/degree, a copy of the transcript must be included as an attachment. The transcript must be legible from an accredited institution and include your name, the institution name and confer date).**

- Some High School
- High School or G.E.D.
- Some College
- Associates Degree
- Bachelors Degree
- Masters Degree
- Doctorate Degree
- None

**\*QUESTION 3**

I hereby understand and declare that the statements on this supplemental questionnaire are true and complete to the best of my knowledge. As applicable, I hereby authorize the District and/or designees to contact the references listed to verify the information I have supplied. I hereby release from liability all persons and organizations furnishing such information. I understand that the District reserves the right to validate information received on the supplemental questionnaire and that I will be subject to disqualification and/or termination if any statement in this supplemental questionnaire is found to be untrue or determined to be misleading.

- Yes  
 No

**\*QUESTION 4**

Select the career website you used to find this employment opportunity:

- Sbccd.edu  
 Indeed.com  
 HigherEdJobs.com  
 EdJoin.org  
 CCCregistry.org  
 Other

\* Required Question