



Job Description

Job Title: Program Director
Reports To: Campus Academic Dean/Campus Director
Classification: Full-time, Exempt; Part-time Non-exempt

Summary

The position is responsible for oversight of their academic program(s) including activities related to the student experience and student success such as developing and implementing retention strategies, managing active students, students on leave of absences, NS/TO and students on externship. The position is responsible for management and support of faculty assigned to teach in their programs, managing externship quality and number of sites and/or clinical site quality and volume. Academic quality is a direct responsibility for the position. Areas related to academic quality include, but are not limited to, conducting classroom observations, and providing feedback to faculty, participating in program review process, assessing, reporting, analyzing student learning outcome data and developing improvement plans associated with SLO data and analysis. The position is responsible for cascading pertinent information to faculty and holding program-specific training to their faculty teams. The position may be required to devote required time to classroom teaching. The remaining percentage of their assignment will be devoted specifically to providing administrative oversight of the program.

Essential Duties and Responsibilities

- Teach courses in a Term or Terms
- Develop, implement, and conduct assessments on program and course student learning outcomes
- Coordinate faculty activities and trainings
- Coordinate faculty scheduling within the program
- Assist with selection and the interview process of faculty within the program
- Develop and evaluate sites for clinical education, externship, and preceptor ship as applicable
- Maintain faculty substitute listings and current contact information for the program
- Coordinate new faculty orientation and program-specific orientations for students in their program.
- Ensures compliance with all program and college metrics including graduation rates, retention, third party pass rates. Develops and implements action plans for any items not meeting the college standards or benchmarks.
- Conduct assessments of all class sessions of the program as required by policy
- Maintain and manage a sufficient inventory of program equipment and supplies in an excel spreadsheet and updated with the college's current standard equipment list.
- Prepare requests for equipment & supply ordering for the program.
- Ensure that annual calibration is completed for all equipment in program requiring calibration.
- Coordinate textbook orders for the program
- Facilitate monthly programmatic faculty meetings, advisory committee meetings, curriculum review meetings. This includes a published agenda and minutes of the meetings
- Maintain copies of current curriculum for the program, including course objectives, syllabi, and daily lesson plans for each course.
- Attend all college meetings including in-services, academic excellence calls, program leadership calls, curriculum calls, and program specific calls.
- Coordinate renewals and maintain copies of current licensure, certifications, etc. as required for faculty in the program

- The position possesses direct responsibility for meeting all programmatic accreditation regulations and submitting required accreditation documentation accurately and on time and to the appropriate personnel
- Prepares accreditation reports, reviews, etc. as required by the program
- Maintain records, reports, examinations, data, fees, and other *program specific* items as required by the college, accreditation, or governmental agencies
- Participates as assigned in related admissions and employment services activities
- Monitor and maintain compliance with applicable institutional, governmental and accreditation standards.
- Monitor and maintain compliance with applicable governmental and accreditation standards
- Completes other duties as assigned.

Supervisory Responsibilities

This position has direct supervisory responsibilities.

Core Competencies:

Integrity and Ethics - Demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; treats people with respect; keeps commitments; inspires the trust of others and upholds organizational values.

Professionalism – Approaches other in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follow through on commitments.

Adaptability – Responds to change with a willingness and ability to learn new ways of working. Adapts approach and demeanor in real time to match the shifting demands of different situations.

Organization Support – Supports organizations goals and values. Is keenly aware of the time frame in which tasks or projects needs to be done; accepts and mirrors the level of urgency conveyed by the manager or customer being served; puts priority on the needs of the organization or the needs of its customers. Fosters collaboration and teamwork across the Institution.

Communication – Develops and delivers communication that conveys a clear understanding of the unique needs of different audiences. Listens to others and allows them to make their point.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Below are the minimum requirements of the education, experience, knowledge, and skills required to competently perform in this position.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Must meet or exceed all standards listed in Minimum Qualifications report. Required degree(s) must be from institutions accredited by U.S. accrediting agencies. Degrees from non-U.S. institutions are recognized only if equivalence has been established and provided.

Program Director must have required certificates, licenses and registrations required for the course(s) they are to teach.

Physical Demands

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.

While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee is frequently required to walk. The employee is occasionally required to stand; climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions and outside weather conditions. The noise level in the work environment is usually moderate.