NORTHEAST TEXAS COMMUNITY COLLEGE
JOB DESCRIPTION

Program Director-Allied Health

Department: Allied Health
FLSA Status: Exempt
Grade/Level: Admin/Prof
Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Job Status: Full Time
Reports To: Dean of Allied Health
Amount of Travel Required: As needed
Positions Supervised:
Contract Length: 12 months

GENERAL STATEMENT OF DUTIES:

The primary purpose of this position is leadership in the academic and workforce area of responsibility. This leadership extends to working with full-time faculty in the program as a team, articulating and implementing a vision, coordinating instructional and other needs, and providing guidance for students. The individual in this position is a faculty member who serves as a liaison with the administration of the College, while also performing administrative functions. An essential role is the recruitment, supervision, and evaluation of part-time faculty and preceptors in the program.

MAJOR RESPONSIBILITIES:

- Lead the full-time faculty in the program in curriculum development and instructional advancement of their field at the College.
- Assess the instructional needs of students in the program and coordinate the development of a plan to address these needs.
- Assess the professional needs of faculty in the program and make recommendations to fill those needs.
- Maintain primary responsibility for scheduling classes for the program.
- Facilitate the development of the annual departmental operational plan.
- Facilitate development of and prepare the annual budget and assume responsibility for departmental budget management.
- Coordinate the annual institutional effectiveness of the program and prepare reports.
- Assist and encourage full- and part-time faculty with their professional development.
- Review College catalog on an annual basis with regard to program curricula and courses and make appropriate recommendations for changes.
- Identify and recruit qualified part-time faculty for the program; review credentials for compliance with SACS and other accrediting bodies; confirm hiring decisions with the Dean and the Vice President for Instruction and Student Development.
- Assist in the hiring and orientation of new faculty.
- Participate in the Part-Time Teacher Academy and encourage new faculty members in the program to enroll in the program.
- Supervise and evaluate part-time faculty in the program.
- Coordinate departmental textbook orders.
- Maintain communication and work cooperatively with Directors of off-campus instructional sites.
- Assist with the coordination of Dual Credit and Distance Education offerings.
- Serve on institutional committees and division committees, screening committees for faculty positions and others as assigned by the College President, Vice President for Instruction and Student Development, or Dean of Allied Health.
- All Allied Health Directors answer to their accrediting bodies having national and state agency reporting requirements.
- Maintain quality assurance to remain compliant with all agencies.
- Supervise adjunct faculty and preceptors in various off campus clinical facilities.
- Prepare for on-site annual reviews by their accrediting bodies.
- Prepare quarterly and/or annual reports, and extensive self-studies.
- Secure clinical sites from numerous facilities.
- Prepare clinical contracts and continually meet requirements for state and federal regulations.
- Obtain qualified preceptors at each clinical facility.
- Conduct recruitment through monthly or quarterly information sessions and conduct an application process that must be properly conducted as specified by their program requirements and advisory committees.
- Maintain overload hours and submit payroll for adjuncts.
- Advisory Committees are required by each accrediting body for each program and must meet often for input and reporting purposes.
- Perform other duties as assigned.

**POSITION CHARACTERISTICS:**

Allied Health Program Directors are full-time faculty members, with specific administrative responsibilities as essential components of their employment. The Directors report to the Dean of Allied Health. Based on the broad range of responsibilities and the need to be available to students and others, Directors will be limited in the degree of overload teaching permitted and will be expected to maintain appropriate on-campus office hours.

**MINIMUM QUALIFICATIONS:**

An individual appointed as an Allied Health Program Director position must be a faculty member qualified to teach one of the disciplines in their program. In disciplines where courses transfer to four-year colleges or universities, this means a Master’s degree in the discipline or a Master’s degree in a different discipline with a minimum of eighteen graduate hours in the teaching discipline. In workforce areas where courses do not transfer to four-year institutions, a minimum of an Associate’s degree along with appropriate work experience and/or industry certification is required, with a Bachelor’s degree preferred. The individual must also have experience in college-level teaching, preferably in a community college, be an excellent communicator, have superior interpersonal skills, be an innovative, problem-solving thinker, and...
have demonstrated potential for leadership. Completion of a formalized leadership program is preferred.

**Signatures:**

_____________________________________________  __________________
Allied Health Program Director  Date

_____________________________________________  __________________
Dean of Allied Health  Date

_____________________________________________  __________________
Vice President for Instruction and Student Development  Date

_____________________________________________  __________________
President  Date

Job Description Developed:  10/2006  
Reviewed: 
Prepared by: Betty Brock