Department: Allied Health
Job Status: Full Time
FLSA Status: Exempt
Reports to: Dean of Allied Health
Grade/Level: Admin/Prof
Amount of travel required: Travel required
Work Schedule:
  Monday-Thursday: 8AM-6PM
  Friday: 8AM-12PM
  Or as assigned by the supervisor
Positions supervised: 1 adjunct faculty member
Contract Length: 12 months

General Statement of Duties:

The Program Director of the Medical Assistant Program is directly responsible and accountable for ensuring the fulfillment of educational goals and objectives, and ensuring program compliance with state Department of Education Coordinating Board standards as well as maintaining full accreditation through the Commission on Accreditation of Allied Health Education Programs. These responsibilities require leadership in both academic and workforce areas and include meeting student retention goals; directing and participating in educational planning; program organization; staffing, training and supervision of both full-time and part-time faculty; evaluating program faculty and student performance; motivating and advising students; developing and maintaining the program budget and generating program reports as needed. The individual that serves as a Director of the Medical Assistant Program is a faculty member who serves as a liaison with the administration of the College, while also performing administrative functions.

Major Responsibilities:

• Lead the full-time faculty in the division in curriculum development and instructional advancement in the field of Medical Assisting.
• 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 division and make recommendations to fill those needs.
• Maintain the primary responsibility for scheduling classes within the program.
• Facilitate the development of and assume responsibility for program budget management.
• Coordinate the annual core curriculum evaluations of the program, assessment of institutional effectiveness and prepare reports.
• Assist and encourage full-time and part-time faculty with their professional development.
• Review the College catalog on an annual basis with regard to program curricula and make appropriate recommendations for changes.
• Identify and recruit qualified part-time faculty for the program; review credentials for compliance with SACS; and confirm hiring decisions with the Dean of Allied Health and the Executive Vice-President for Instruction.
• Assist in the hiring and recruitment of new faculty across the College.
• Supervise and evaluate both full-time and part-time faculty in the program.
• Coordinate departmental textbook orders.
• Maintain communication and work cooperatively with clinical instructors of off-campus instructional sites.
• Assist with the coordination of Dual Credit and Distance Education classes.
• Serve on institutional committees, screening committees for faculty positions as assigned by the College President, Executive Vice-President for Instruction or the Dean of Allied Health.
• Perform other duties as assigned.

Responsibilities of the Director of the Medical Assistant Program must include in addition, but not limited, to the following:
• Maintaining appropriate contact and meeting the requirements of their accrediting agency, the Commission on Accreditation of Allied Health Education Programs.
• Maintain quality assurance to remain compliant with all required agencies.
• Supervise adjunct faculty and preceptors in various off campus clinical facilities.
• Prepare of on-site annual reviews by the accrediting agency.
• Prepare quarterly and/or annual reports and extensive self-study reports.
• Recruit clinical sites from numerous facilities.
• Prepare clinical contracts and continually meet requirements for state and national regulations.
• Obtain qualified preceptors at each clinical facility.
• Conduct recruitment through monthly or quarterly information sessions and conduct an application process the meets the requirements of the accrediting agency and advisory committee.
• Recruit and maintain members of the program Advisory Committee from the community. The Advisory Committee must meet at least once annually for input and reporting processes.
• Maintain overload hours if another full-time faculty is not hired and submit payroll for adjunct faculty.

Position Characteristics:

The Director of the Medical Assistant Program is a full-time faculty member, with specific administrative responsibilities as essential components of employment. The Director reports to the Dean of Allied Health. Based on the broad range of responsibilities and the need to be available to students and others, the Director will be given 3 hours of release time, thus reducing the teaching load to 18 hours. Program Directors will also 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 in the disciplines within 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. However, a Bachelor’s degree is 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:

__________________________________________________________  _______________________
Program Director                                          Date

__________________________________________________________  _______________________
Dean of Allied Health                                       Date

__________________________________________________________  _______________________
Executive Vice-President for Instruction                    Date

__________________________________________________________  _______________________
President                                                  Date