

Gadsden State Community College
Division of Health Sciences

Job Description

TITLE: Radiologic Technology Program Director/Instructor

SUMMARY: Administrative coordination, development, revision and implementation of all phases of the educational program in Radiologic Technology.

QUALIFICATIONS:

Required:

- Master's degree in medical imaging, health related field, or education from a regionally accredited institution required.
- Current American Registry of Radiologic Technologists certification and registration in radiography required.
- Three (3) years of full-time post-certification clinical experience as a radiographer required.
- Two (2) years of administrative/supervisory experience required.
- Two (2) years of experience as an instructor in a JRCERT accredited program required.
- Teaching experience and educational preparation to ensure current knowledge of program content and educational design, skill in educational methodologies, and expertise in program administration required.
- Proficiency in curriculum design, evaluation, instruction, program administration and academic advising.

Preferred:

- Preparation for and commitment to college teaching.
- Competency in the use of current educational technologies.
- Experience with online instruction.
- Excellent oral, written, and interpersonal skills.
- Commitment to the community college mission.
- Experience with diverse populations.
- Successful problem solving skills.
- Ability to work independently.
- Ability to deal effectively with students, other employees, and the public.

DUTIES AND RESPONSIBILITIES:

- Assume leadership role in the continued development of the program.
- Oversee ongoing program accreditation and assessment processes.
- Maintain current knowledge of the professional discipline and educational methodologies through continuing professional development.
- Assist in the construction, administration, assessment, and revision of student learning activities and evaluations in the classroom, laboratory, and clinical settings.

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- Assist the Clinical Coordinator in coordinating activities with affiliated clinical agencies, including student rotations, affiliation agreements, evaluation, and maintaining effective interpersonal relationships with agency personnel.
- Assume responsibility for faculty (full-time, part-time, and adjunct), including recruitment, recommendation, assignments, contracts, teaching aids, supervision, evaluation, and provision for orientation and professional development.
- Prepare semester class schedules, coordinating with general education faculty, and plan, approve, and coordinate equitable faculty schedules and submit to the Dean of Health Sciences for approval.
- Approve faculty requests for professional development leave, personal leave, etc., ensuring coverage for class, lab, or clinical assignments, and submit to the Dean of Health Sciences for approval.
- Recommend yearly budgetary expenditures, ensuring adequate program resources.
- Prepare reports each semester, annually, and as needed to adhere to institutional and accrediting agency requirements.
- Participate in local, regional, state, and national activities necessary to maintain awareness of current issues affecting the education of students and their practice.
- Plan and participate in program faculty meetings and coordinate program activities with college administration and other academic support areas.
- Carry out teaching responsibilities and other activities expected of health science faculty.
- Assume responsibility for student advisement, records, selection, registration, progression and graduation requirements, programs, printed materials, and other related activities.
- Serve as an active member of the department, area, and college, and serve on committees as assigned.
- Submit yearly documentation of continuing education activities sufficient to ensure current knowledge in the area of expertise and to meet state and/or national licensure/certification requirements.
- Comply with all policies of the Alabama Community College System and the College.
- Perform other related duties as assigned.

Radiologic Technology Program Director/Instructor

Date

Dean of Health Sciences

Date