



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base
Wallace Drive

Created on: 5/1/2023
Revised on: 3/3/2026

Job Title	Salary Schedule	Grade	Job No.
Radiography Program Director/ Instructor	D1		ID9633
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Health Sciences	Exempt	No	Yes

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

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master's degree in medical imaging, health related field, or education from an **approved U.S. Department of Education accredited institution** required. *Doctorate preferred.*
- ◆ 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 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 required.
- ◆ Two (2) years of administrative/supervisory experience preferred.
- ◆ Expertise in program administration preferred.
- ◆ Proficiency in curriculum design, evaluation, instruction, program administration and academic advising.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Prepared for and committed 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.

ESSENTIAL 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.
- ◆ 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 and assume responsibility for 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.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** This position requires frequent movement between classroom, laboratory, and clinical settings. Must be able to stand and walk for extended periods during instruction and clinical supervision, as well as occasionally bend, reach, or assist students with lab activities or patient care demonstrations
- ◆ **Manual Dexterity:** Regular use of hands and fingers is required for operating educational equipment, simulation mannequins, computers, and medical instruments
- ◆ **Lifting:** Must be able to lift, move, or support equipment and instructional materials weighing up to 25 pounds, and occasionally assist with patient positioning or equipment demonstration in the clinical setting
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for instruction, feedback, and documentation. The Director must be able to project their voice, provide demonstrations, and communicate professionally with students, colleagues, and healthcare partners

Work Environment:

- ◆ **Setting:** The work is performed in a variety of instructional environments including classrooms, skills laboratories, simulation labs, and clinical facilities such as hospitals or long-term care centers. Each setting requires adherence to appropriate safety, infection control, and confidentiality standards.
- ◆ **Travel:** Travel between the college's campuses and clinical sites is required. Personal transportation and a valid driver's license are necessary.
- ◆ **Schedule:** Standard college hours are expected; however, flexibility is required to accommodate evening, weekend, or clinical assignments.
- ◆ **Interaction:** Regular collaboration with students, faculty, healthcare professionals, and administrative staff is essential. The director must maintain positive working relationships and serve as a professional role model within both academic and clinical environments.

Reviewed by: Name, title

Employee Name:

Employee Signature

Date