



GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

East Broad Campus

Created on: 1/30/2025
Revised on: 2/6/2025

Job Title	Salary Schedule	Grade	Job No.
Surgical Technology Program Director/Instructor	D		ID9858
Reports To	FLSA Status	Grant Funded	Tenure Track
Dean of Health Sciences	Exempt	No	Yes

JOB SUMMARY: The Surgical Technology Program Director is responsible for overseeing all aspects of the Surgical Technology program, ensuring its effective operation and continuous improvement. This role encompasses program administration, curriculum development, faculty supervision, and maintaining accreditation standards. The Program Director collaborates with faculty, staff, and external partners to provide high-quality education and training to students pursuing careers in surgical technology.

QUALIFICATIONS:

- ◆ Possess a minimum of an Associate's degree, with a concentration in surgical technology, from an approved U.S. Department of Education accredited institution **required**
- ◆ Be a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency **is required**
- ◆ Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission of Certifying Agencies (NCCA) **is required**
- ◆ Have a minimum total of five (5) years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years **is required**

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ A minimum of a bachelor's degree in a healthcare or related field
- ◆ Have documented education or experience in instructional methodology, curriculum design, and program planning
- ◆ A minimum of three (3) years of teaching experience in a surgical technology program, including curriculum planning, evaluation, revision, classroom instruction, and student assessment
- ◆ Two (2) years of administrative/supervisory experience
- ◆ Competency in the use of current educational technologies
- ◆ Experience with online teaching methodologies and formats
- ◆ 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:

- ◆ Assist or be responsible for the development and ongoing implementation, evaluation, and revision of the Programmatic Assessment Plan
- ◆ Assist or be responsible for construction, administration, assessment, and revision of student learning activities and evaluation in the classroom, laboratory, and clinical settings
- ◆ Assume responsibility for budget management of the program and adherence to fiscal policies and procedures
- ◆ Coordinate 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, coordinate with general education faculty, and plan, approve and coordinate equitable faculty schedules 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 sciences faculty
- ◆ Collection and analysis of data required by the accrediting body with evidence of ongoing program improvements
- ◆ Responsible for the development of the self-study report for the accrediting body
- ◆ Assume responsibility for student advisement, record, selection, registration, progression and graduation requirements, programs, printed material, and other related activities
- ◆ Design, maintain and update the program website annually
- ◆ Serve as an active member of 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
- ◆ Oversee SACSCOC compliance and specialty accreditation compliance for all programs/services in the assigned division/department
- ◆ Complete all Unit Strategic Plan and Student Learning Outcome processes and evaluate division outcomes
- ◆ Maintain inventory and equipment assigned to the division
- ◆ Assign classrooms, labs, or other areas used by staff and faculty

- ◆ Ensure that all learning environments (e.g., classroom, shop, and/or lab facilities) are maintained in a safe and orderly manner
- ◆ Recruit students and develop strategies to assist them to persist to graduation
- ◆ Comply with all policies of the Alabama Community College System and the College
- ◆ Perform other 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 the Surgical Technology Program Director position. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work with occasional standing, walking, bending, and reaching
- ◆ **Manual Dexterity:** Regular use of standard office equipment, such as computers, printers, and copiers
- ◆ **Lifting:** Ability to lift and carry materials weighing up to 10 pounds
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential

Work Environment:

- ◆ **Setting:** The position is based in a typical office environment within an educational institution
- ◆ **Travel:** Occasional travel may be required to attend conferences, workshops, or meetings
- ◆ **Schedule:** Standard work hours are expected; however, flexibility is necessary to accommodate deadlines or program needs
- ◆ **Interaction:** Regular collaboration with various departments, faculty, staff, and external partners

Reviewed by:

Employee Signature

Date