

Surgical Technology Program Director

Description:

CBD College is a non-profit, Private Post-Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for a Full time **Surgical Technology Program Director**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

The **Surgical Technology Program Director** is directly responsible and accountable for students' attainment of educational goals and objectives as well as ensuring program compliance with all regulatory agencies and accrediting bodies. The Director provides instructional leadership to staff including, but not limited to, curriculum planning, review and implementation and professional development. Other responsibilities include maintaining student instructional records; student recruitment; advisement; retention goals; participating in College activities and committees; staffing, training, and evaluating faculty and student performance.

This position reports directly to the Dean of Education.

*This is a **Full Time** position.*

QUALIFICATIONS:

- Bachelor's degree from an accredited institution and 3 years of experience within the last 5 years, or 3 years of teaching in the field of Surgical Technology.
- Certified in the field of Surgical Technology through a national credentialing organization accredited by the National Commission on Certifying Agencies (NCCA).
- Must hold the Certified Surgical Technologist (CST) credential.
- Current CPR Card.
- Current Driver's License.
- Must have a minimum of three (3) years of operating room experience or three (3) years of teaching experience in the field, or a combination of the two, within the last five (5) years.
- Must have a minimum of one (1) year of teaching experience in the subject areas taught or demonstrate prior training in instructional methodology and teaching skills from a formal teacher, educational program or any comparable training program or formal in-house training program.
- Experience with MS Office.

JOB FUNCTIONS:

- Coordinate and supervise all activities within program.
- Evaluate the performance of all staff and provide opportunity for improvement.
- Be responsible for the overall achievement, welfare and conduct of students within the program
- Monitor student progress.
- Select, assign, supervise and evaluate of certificated and classified employees.
- Develop and evaluate curriculum and program.

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- Implement the principles and current trends in curriculum, staff development, essential elements of instruction and clinical supervision.
- Maintain regular attendance.
- Maintain confidentiality, unquestionable integrity.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to lead staff toward instructional improvement and conduct staff development sessions.
- Ability to establish and maintain effective working relationships with other administrators, employees, parents and members of the community.
- Ability to evaluate the instructional process.
- Possess qualities in shared decision-making skills.
- Commitment to innovation and creativity.
- Experience with a school-wide discipline program.
- Experience with a diverse student population.

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.