

POSITION: Respiratory Therapy Program Director

POSITION SUMMARY:

The Program Director is responsible for the structure as well as the daily operation of the program, including organization, administration, periodic review and evaluation, continued development, and general effectiveness of program curricula. The Program Director ensures that the effectiveness of all clinical affiliates/ clinical education centers is maintained.

The Program Director provides instructional leadership to staff including, but not limited to: curriculum planning, review and implementation and professional development. The Program Director has teaching responsibilities and responsibilities to maintain programmatic accreditation Standards. The Program Director is responsible for building administration, safety and welfare of both students and staff.

The Program Director is responsible for the direct supervision of all employees assigned to his/her program. The Program Director is responsible for the overall direction, coordination, and evaluation of his/her program. The Program Director carries out supervisory responsibilities in accordance with the AARC Standards. Responsibilities include interviewing, hiring, training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; complaints and resolving problems.

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.
- Develop and evaluate curriculum and program.
- 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:

- Knowledge, skills and abilities for the Program Director position for Respiratory Therapy program
- Ability to lead staff toward instructional improvement and conduct staff development sessions.
- Ability to establish and maintain effective working relationships with other administrators, employees 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 diverse student population.
- A background in computer technology.
- Knowledge and prior application or experience in improving academic and vocational achievement.

MINIMUM ENTRY REQUIREMENTS:

- Possess a minimum of a Bachelor's Degree
- Have a background that includes coursework or a history of instructional methodologies, evaluation and assessment
- Possess the appropriate credential(s) specific to Respiratory Therapy program.
- Have proficiency in curriculum development
- Possess a minimum of three years of full-time experience as a RRT in the professional field and must be licensed to conduct respiratory therapy by NBRC.

Employee Signature and Date _____

Employee Printed Name _____