

San Joaquin Valley College
Job Description

Job Title: Program Director

Department: Academic Affairs & Student Services

Programs: Dental Hygiene, Physician Assistant, Registered Nursing, Respiratory Therapy, Surgical Technology and Vocational Nursing

Reports To: Academic Dean

Classification: Full-time, Exempt

Eval Form: FA (Faculty)

Summary: Program Directors in the above listed programs apply their expertise and knowledge of the program major(s) under their supervision in three general areas: faculty qualifications, curriculum content and outcome assessment. Program Directors participate in college governance, committees and task forces. Program Directors may have teaching assignments on an on-going or intermittent basis.

Essential Duties and Requirements:

ADMINISTRATIVE

- Identifies faculty qualifications of education, skills, licensure and work experience for each course in the program
- Assists Human Resources in developing faculty recruitment strategies
- Assists the Academic Dean in interview and selection of faculty
- Develops and maintains a resource of qualified substitute instructors
- As assigned by the Director of Instruction and Academic Dean, participates in new faculty orientation and training
- Participates in developing and delivering faculty in-service
- Assists Human Resources in assuring faculty are current with continuing education, licensure and certificate renewals
- Identifies, and communicates to the Academic Dean, the instructors qualified to teach each course in the program
- Assists the Academic Dean in developing academic schedules in compliance with College standards and program accreditation/approval standards
- Participates in classroom observation and faculty evaluations
- Assists the Dean of Student Services in progressive disciplinary action, addressing complaints and resolving problems
- Assists faculty in developing syllabi, resource materials, classroom activities and outcome assessments
- Participates in curriculum revision
- Maintains curriculum in a variety of media
- Maintains appropriate levels of lab supply inventory
- Assures that lab equipment is properly maintained
- Participates in the selection of textbooks, software, and capital equipment
- Participates in establishing entrance requirements and, as assigned, in the student selection process
- Facilitates advisory committee meetings
- Monitors student retention, by instructor and/or term
- Monitors graduate placement and pass rates on applicable licensure and registry examinations

- Participates in accreditation and approval processes
- Monitors and assures program compliance
- Other duties as assigned

INSTRUCTIONAL

- Prepares course work for assigned courses.
- Teaches assigned courses in accordance with established SJVC approved curriculum and course outlines.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Participates in college governance, committees and task forces.
- Attends educational and campus meetings.
- Contacts students outside the classroom due to student absence to relay information related to class work and assignments.
- Offers students additional tutoring outside class time.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the campus.
- Informs students about course requirements, evaluation procedures and attendance requirements.
- Maintains necessary attendance, scholastic and student records, and submits records according to published guidelines.
- Participates in professional development, advisory board meetings, student and other educational activities in accordance with college policy.
- Maintains current knowledge in the field, vocation or profession.
- Participates in the evaluation, revision and development of curriculum and instructional methods.
- Participates as assigned in various campus activities and duties.
- Performs other duties as assigned.

Supervisory Responsibilities: Directly supervises 1 to 15 faculty members. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Core Competencies

Integrity: Acts in a way that demonstrates personal integrity; serves as a positive example of why others should trust the motives of the organization; views self as a reflection of the organization by following through on commitments and accepting ownership of mistakes; leaves others with the clear impression that integrity is a core organization value.

Professionalism: Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.

Adaptability: Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Organization Support: Follows policies and procedures; completes projects and tasks correctly and on time; supports organizations goals and values.

Communication: Communicates effectively and appropriately; uses good judgment as to what to communicate to whom as well as the best way to get that accomplished; speaks in clear and credible manner, selecting the right tone for the situation and audience; listens to others and allows them to make their point.

Job Competencies

Instructional Skills: Comes across as confident and well-prepared when providing instruction in small and large groups; effectively utilizes instructional resources to meet the variety of student learning needs; applies engagement and assessment techniques.

Content Specific Knowledge: Understands the fundamentals, skills, methods and procedures within their area of expertise and instructional practice.

Dependability: Makes and fulfills commitments; has established a pattern of working independently, meeting reasonable deadlines, and accepting responsibility for actions; willingly makes promises and fully intends to keep them; arrives to work on time and ready to contribute; shows up for meetings well prepared.

Student Achievement Focus: Personally demonstrates that students and employers are a high priority; identifies student needs and expectations and responds to them in a timely and effective manner; anticipates and prevents delays or other things that can adversely affect the student; keeps student informed about progress.

Qualifications: To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience –

Must meet or exceed all standards listed in Minimum Faculty Qualifications.

Language Skills – Ability to read and interpret documents such as handbooks and curriculum; ability to write routine reports and correspondence; ability to speak effectively before groups of students and faculty members.

Mathematical –Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form; ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills – To perform the job successfully, an individual should have knowledge of Microsoft Office, Word, Excel, Access, PowerPoint and Outlook.

Certifications, Licensures and Registrations: Must possess all certifications and licensures required for the courses and/or programs in charge of as the Program Director.

Other Qualifications: Must have a thorough knowledge of the specific program requirements, accreditation and approval standards. Must demonstrate the ability to teach from standardized curriculum. Must have a thorough knowledge of SJVC policies and procedures.

Physical Demands: The physical demands describes here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand; sit; use hands to finger, handle or feel; reach with hands and arms; talk; and hear. The employee is frequently required to walk and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate. In some cases depending on the program, the employee may be exposed to chemicals and/or moving machinery.