Cisco College is accepting applications for the position of a full time Program Director for the Surgical Technology Program. This position requires a minimum of five years work experience in either an operating scrub role or as an instructor in surgical technology within the past ten years. The applicant must possess an Associate degree and credential in the field of surgical technology (NCCA). The Program Director will be responsible for instruction, planning, development, and general effectiveness of the program. This individual will report to the Division Chair of Allied Health. This position will require some early morning hours and the ability to work well with students, clinical sites and other faculty. The position will be based at the Abilene Educational Center of Cisco College and is a full-time position with benefits. Resume packages will be accepted until the position is filled. Resume packages will be received via email, USPS, and fax, but email is preferred.

Please note: A complete resume package must include a completed Cisco College Application (located under “Forms” on the “Jobs” page of our website), resume/CV, cover letter, teaching philosophy, unofficial/student copy of transcript(s), and copies of requisite certificates/licenses. Please ensure all required documents are included with your submission. Incomplete packages will be returned unprocessed.

Please submit your resume package to:

Pam Page
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
Fax: 254-442-5100
pam.page@cisco.edu

Cisco College is an Equal Opportunity Employer
Cisco College
Job Description

Position: Program Director Surgical Technology Program
Reports to: Division Chair of Allied Health
Last Updated: 1/20/15

Job Summary
The program director of the surgical technology program is expected to accomplish assigned duties in an efficient, effective and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must demonstrate a commitment to the comprehensive role of the community college as described in the Cisco College mission statement. The Surgical Technology Program Director must cooperate and work harmoniously with college personnel and the public, and must follow all Cisco College policies, rules and regulations as they relate to this position.

Primary Duties
1. Responsible for all aspects of the program, including the organization, administration, continuous review, planning, development, and general effectiveness of the program.
2. Coordinate the students’ learning experiences during the fall, spring and summer semesters of the program.
3. Utilize instructional plans
4. Direct and assess student progress in achieving theory and performance requirements of the program.
5. Teach and revise course within the philosophy, conceptual framework, and objectives of the surgical technology program.
6. Maintain student attendance and evaluations of students
7. Offer counseling and guidance to students as appropriate.
8. Attend all program faculty meetings; attend department and general faculty meetings as requested.
9. Perform all other duties as stated in the Cisco College Employee Handbook.

Minimum Qualifications
1. Possess a credential in the field of surgical technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA)
2. Have a minimum total of five 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.
3. Possess an Associate Degree or greater.
4. Possess proficiency in instructional methodology, curriculum design, and program planning.