



Job Posting

Respiratory Care – Program Director, Professor

Date Posted: 11/16/2022
End Date: Until Filled

Cisco College is accepting resume packages for the position of **Respiratory Care – Program Director, Professor**. The Director/Instructor of the Respiratory Therapy Program is responsible for the organization, administration, periodic review, continued development, and effectiveness of the respiratory therapy educational program. The Director works closely with the Program Director will cooperate fully with Cisco College administration, the program Medical Director, and the program Advisory Committee. This position reports directly to the Director of Health Sciences.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits are listed on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure all required documents are included with your submission as incomplete packages will be returned unprocessed.*

Complete resume packages may be submitted to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

CISCO
COLLEGE
Job Description

Job Title: Respiratory Care – Program Director, Professor
Reports to: Director of Health Science; Vice President of Instruction
Last Reviewed: 11/10/2022

Job Summary

Provide leadership in the development and delivery of Respiratory Therapy education offered by the College. Responsible for curriculum development, instructional duties in classroom, clinical and laboratory, counseling students enrolled in the program as well as advising and recruiting prospective students, developing class, laboratory and clinical schedules. Provide input into developing the budget for the program, interacting with the program Advisory Committee, communicating and coordinating with department directors of clinical affiliates and other administrative duties as delegated by the Program Director and Division Chair Health Science.

The Director/Instructor of the Respiratory Therapy Program is responsible for the organization, administration, periodic review, continued development, and effectiveness of the respiratory therapy educational program. The Director works closely with The Program Director will cooperate fully with Cisco College administration, the program Medical Director, and the program Advisory Committee. This position reports directly to the Director of Health Sciences.

The Program Director works closely with the Respiratory Therapy (RT) program faculty and staff to promote and execute the goals of the RT Program and the College mission by ensuring a quality education for students in accordance with CoARC Standards.

Primary Duties

1. Oversee program planning and development of the Entry-level program.
2. Assist the DCE in managing the relationships with partners and clinical sites
3. Oversee all aspects of the accreditation process including the self-study, site-visit, and maintaining any compliance or reporting requirements
4. Coordinate the planning, implementation, and evaluation of the Program curriculum in collaboration with administration and faculty
5. Recommend catalog revisions as needed
6. Select and recommend textbooks to be used each semester.
7. Develop and revise Respiratory Care course syllabi.
8. Support, supervise, and evaluate performance of faculty and staff
9. Assist Respiratory Care Faculty with other classroom related materials and projects.
10. Recommend class schedules for Respiratory Care Courses each semester.

11. Correspond with the Medical Director and the Technical Director of clinical affiliates for scheduling, every term.
12. Discuss Respiratory Care program affairs with the Medical Director as needed.
13. Schedule physician rounds and lectures with the Medical Director.
14. Develop and execute effective assessment strategies to support program outcomes
15. Work collaboratively with Admissions and Marketing to recruit and retain students
16. Inventory Respiratory Care equipment and educational material annually.
17. Ensure that preventative maintenance is performed on all Respiratory Care equipment routinely and those requests to repair equipment are submitted through proper channels.
18. Ensure that all the necessary equipment is available for students' use.
19. Recommend requests for Respiratory Care budget annually.
20. Recommend changes in the Respiratory Care lab facilities.
21. Responsible for taking, transcribing and filing Advisory Committee meetings minutes.
22. Attend the Respiratory Care Advisory Committee meetings.
23. Hold conferences with prospective students and interview applicants desiring admission to the Respiratory Care program.
24. Reply to correspondence relative to the Respiratory Care program.
25. Respond to questionnaires from outside agencies relative to the Respiratory Care program. Recruit students through correspondence, public school visits and special audiovisual presentations.
26. Keep material current in classroom and lab.
27. Monitor the Respiratory Care program to ensure that accreditation standards are being met.
28. Attend professional meetings deemed important to the program, toward professional development and enhance job performance.
29. Maintain current BLS Instructor.
30. Maintain current RCP
31. Remain active in NBRC and AARC education section.
32. Maintain all student records, ensuring all student immunizations, background checks, drug screenings and academic course work are complete as required for clinical affiliates.
33. Follow the College's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
34. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to the Division Chair.
35. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner to the Division Chair.
36. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair and DCE to establish goals and evaluate performance.
37. Participate actively in the College's Institutional Effectiveness and Assessment of

Student Learning Programs to develop a more effective learning environment for Cisco College students.

38. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
39. Respond promptly and communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.
40. Represent the College in a professional manner to all constituencies and the general public.
41. Perform other related duties as assigned by the Program Director, Division Chair and College Administration.
42. Maintain current status in professional organization.
43. Coordinate with the DEC to ensure visits to all clinical sites each semester.
44. Attend clinical rounds at least once a week, more if needed.

Minimum Qualifications

1. Baccalaureate Degree, Registered as a Respiratory Therapist (RRT) by the National Board for Respiratory Care and a minimum of four years of practical experience as a Respiratory Therapist; of which at least two years must include clinical Respiratory Care. Must have a minimum of two years' experience teaching in an accredited Respiratory Care program either as an appointed faculty member or as a clinical preceptor. *(CoARC Standard 2.04)*
(CoARC Standard 2.03 Key Program Personnel. The sponsoring institution must appoint, at a minimum, a full-time Program Director, a full-time Director of Clinical Education, and a Medical Director)
2. Current Respiratory Care Practitioner (RCP) for the state of Texas. *(CoARC Standard 2.04)*
3. Effective verbal and written communication skills.

Preferred Additional Qualifications

1. Bachelor of Science in Respiratory Care/ Therapy
2. Master Degree
3. Active participation in relevant professional activities and organizations.