

Please Note: If you are applying for more than one position, please submit a separate, complete application



Posting Date: September 04, 2020

## INTENT TO EMPLOY

### TEMPORARARY APPOINTMENT

**Position:** Director of Respiratory Therapy Program

#### Minimum Qualifications:

1. Bachelor's degree from an academic institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education (USDE), **required**.
2. A minimum of four (4) years of full-time related work experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care **preferred**. Must have a minimum of two (2) years' experience teaching at an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor, **required**.
3. License: Must hold a valid Registered Respiratory Therapy (RRT) credential and current Alabama state license (Must show proof of license), **required**.

**Primary Purpose:** This is a temporary full-time position with administrative and teaching responsibilities for the Respiratory Therapy Program. The Temporary Program Director is responsible for all aspects of the program, both administrative and educational. Administrative aspects include fiscal planning and budget management, continuous review and analysis, planning and development, supervision, and the overall effectiveness of the program. Educational responsibilities include teaching, curriculum development and review, accreditation, and maintaining compliance with all applicable accreditation standards. The Temporary Program Director serves as a liaison with the respiratory care community, participates fully in the institutional planning and effectiveness process, and contributes to the fulfillment of the mission of the program and the College. The employee will:

**Essential Job Functions:** In addition to those essential job functions defined in the Instructor Job Description, the Temporary Director of Respiratory Therapy Program must also fulfill the following job functions:

1. Be responsible for the leadership and operation of the Respiratory Therapy Program within the guidelines set by the College, Alabama Community College System, accrediting agencies, regulating boards, and others as appropriate.
2. Acquire and/or maintain provisional and full accreditation with CoARC.
3. Provide leadership for the compliance of the Respiratory Therapy Program with the accreditation standards for the program by maintaining all applicable records, reports and documentation.
4. Develop, implement, and revise curriculum as needed within the guidelines of the college.
5. Supervise faculty and staff in the Respiratory Therapy program to promote the highest standards of instruction.
6. Coordinate with the Respiratory Therapy Medical Director and Clinical Director regarding curriculum and instruction in the program to ensure that all methodologies and content are current with best practices in the field.
7. Develop policies regarding admission, progression, and graduation of students in the program with the approval of the appropriate Dean(s).
8. Develop advising materials and provide academic advising to pre-program and program students.
9. Supervise the admission of students to the program per approved guidelines and admission criteria.
10. Work cooperatively with the Dean and appropriate others to develop and maintain contractual agreements and working relationships between the college and agencies utilized for clinical instruction.
11. Maintain program laboratories to provide a safe and effective learning environment.
12. Propose and coordinate the scheduling of program courses within college guidelines.
13. Maintain record keeping processes for students and graduates of the program per college policies and within legal guidelines. Monitor student progress in the program; provide information and advising to assure student success; evaluate students' records for completion of graduation requirements and for eligibility to apply to take the registry examination.
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15. Recommend members for appointment to a Program Advisory Committee and coordinate the activities of the Committee when appropriate.
16. Maintain open communication with the Dean(s), program faculty and students.
17. Identify operational unit priorities and propose an annual budget for the program.
18. Request purchase of up-to-date materials for the Learning Resource Center.
19. Maintain a quality RT program that meets the standards for approval by CoARC.
20. Conduct program evaluations at regular intervals in accordance with established guidelines by the College and the accrediting agencies.
21. Maintain professional credentials and participate in professional development and continuing education to provide updated and quality instruction.
22. Maintain an adequate inventory of supplies needed for physical therapy labs/classes.
23. Serve on College committees as assigned.
24. Perform other duties as assigned by the Dean or President.

**Salary:** \$62,000.00 to \$72,000.00 based on ACCS Board of Trustees Salary Schedule C-3, education and experience.

**Application Deadline:** 4:30 p.m., September 14, 2020

**Application Procedure:** A **complete** application packet consists of:

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline, but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jscc/human-resources/work-experience-verification/> to obtain form. (For clarification, please

EQUAL OPPORTUNITY EMPLOYER

- contact Human Resources)  
5. License

**“EMAILED APPLICATION MATERIALS WILL NOT BE ACCEPTED”**

**Materials may be submitted to:**

Human Resources  
2601 Carson Road  
Birmingham, AL 35215-3098  
Phone: (205) 856-7899 or 856-8598  
Fax: (205) 856-7720

**This Employer Participates in E-Verify**

It is the official policy of the Alabama Community College System Office and Jefferson State Community College, including ACCS entities under the control of the Alabama Community College Systems Board of Trustees, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding. ***Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.***