

Craven Community College

Position: Program Coordinator/Faculty (Allied Health Programs)
Department: Health Programs
Reports to: Chair, Allied Health Programs
Status: Full-Time 9-months, Exempt
Revised: November 2014

OCCUPATIONAL SUMMARY

The Program Coordinator (Allied Health) provides leadership and oversight for the designated allied health programs (Health Information Technology, Medical Office Administration, Medical Assisting, Pharmacy Technology, or Physical Therapist Assistant); Manages staffing, scheduling, program advising and budgeting; Provides supervision of full-time and adjunct faculty within the designated department; Teaches 15-18 hours per semester or as approved by the Department Chair. The primary role of a full-time faculty member is to focus on academic excellence and student success, and encourage lifelong learning by working collaboratively with college stakeholders to support the mission of the college.

Teaching and Student Learning

A full-time faculty member is responsible for creating an environment that maximizes student opportunities for academic success by;

- setting high and challenging academic standards to enhance student educational merit and scholastic performance;
- planning and managing, as applicable course delivery method and expected student learning outcomes;
- using multiple instructional delivery methods such as lectures, presentations, lab sessions, clinical, and cooperative arrangements, distance education classes, and directed study;
- incorporating various learning assessments such as observations, objective and subjective measurements, and other methods;
- recognizing the dignity, worth, and potential of all students to encourage a diverse learning environment;
- encouraging a learning environment of respect, civility, courtesy, and humility;
- positing and maintaining office hours for student appointments;
- maintaining a safe learning environment.

Administrative Responsibilities

The program coordinator ensures the quality and integrity of the allied health program by:

- Recruiting, hiring, and evaluating full-time and adjunct allied health faculty.
- Evaluating and revising all processes and policies related to the designated allied health program, including but not limited to admissions, testing, attendance and conduct.
- Selecting and recommending instructional materials and equipment pursuant to established departmental budgets.
- Ensuring compliance with accrediting agencies to ensure quality and integrity of the designated allied health program.
- Updating the Department Chair on challenges, issues and concerns of the allied health program and area health care providers and suggesting opportunities for the College to continuously enhance its service in healthcare.
- Reviewing and editing Student Handbook annually.

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- Ensuring availability of current and consistent course guides and syllabi.
- Securing and maintaining clinical affiliations with area health care facilities and ensure student compliance with pre-clinical requirements.
- Establishing and maintaining a positive, effective working relationship with students, staff, faculty, institutional representatives and other stakeholders.
- Promoting community awareness of program opportunities and recruitment of students.
- Seeking opportunities to market the designated allied health program to individuals, groups, and industry leaders.
- Participating on college committees as requested.
- Other duties as assigned.

QUALIFICATIONS

- Credentials as designed by SACS and discipline-specific accrediting body.
- Excellent interpersonal and organizational skills; Leadership experience preferred.
- Appropriate licensure and certification for discipline.