

# Coordinator of Allied Health and Respiratory Practitioner Program



## **ABOUT THE POSITION:**

The Coordinator of the Allied Health and Respiratory Care Practitioner Program provides coordination of all Allied Health programs and provides leadership to develop the new Respiratory Care Practitioner Program in a collaborative environment. Reporting to the Assistant Dean and Director of Nursing and Allied Health, the Coordinator will work closely with the assistant dean to (1) maintain and improve existing Allied Health programs and create the new Respiratory Care Practitioner Program, (2) communicate with and encourage collaboration between and among community partners, health care providers, regulatory agencies, accrediting bodies, professional groups, funding sources, and area colleges and universities, and (3) work on collaborative projects that create a health science pathway from K12 to college in District schools, especially in the Alisal neighborhood of Salinas.

The Coordinator works with the Assistant Dean, staff, and faculty to develop and revise curriculum for each program, prepare class schedules, develop and revise policies and procedures for those programs, coordinate committee and advisory groups, participate in hiring selections, collaborate on faculty assignments, and evaluate faculty and programs. The Coordinator is responsible to ensure that standards of the Commission on Accreditation for Respiratory Care (CoARC) are met.

The Coordinator must demonstrate excellent communication skills, provide leadership in assigned areas, and be committed to education of the socioeconomically and culturally diverse populations in the Salinas Valley.

## **SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Collaborate with the Assistant Dean, faculty, and staff, to align curriculum, uphold educational standards, and assure that the appropriate technology and equipment are provided to enhance student learning.
- Develop the new Respiratory Care Practitioner Program, in collaboration with the Assistant Dean, staff, faculty, Advisory Committee, other colleges, and community agencies.
- Act as the lead on grants that support this program, such as the grant awarded by The California Endowment, and actively identify and apply for compatible and appropriate grants and donations to support the programs.
- Coordinate the Respiratory Care Practitioner Program Advisory Committee.
- Participate in Allied Health and Respiratory Care Practitioner Program faculty and staff hiring selections and performance evaluations.
- Participate in department and college committees that relate to Allied Health and Respiratory Care Practitioner programs, as assigned.
- Collaborate in planning the schedule of classes and assignment of faculty.
- Collaborate with the Assistant Dean, staff, and faculty on the selective admission processes for the programs.

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- Establish, develop, and strengthen outreach and enrichment programs that build health sciences career pathways from K12 to college, such as summer bridge academies, clubs and activities in the high schools, and support of the college's K16 Bridge program.
- Communicate with the Assistant Dean on all program, student, and faculty issues and concerns.
- Support program policies and procedures.
- Model professionalism in all encounters.
- Ensure that classrooms, laboratories, clinical sites, and equipment are available and in place to meet Allied Health and Respiratory Care Practitioner Program needs.
- Submit appropriate reports to regulatory and accrediting groups and the college.
- Other duties as assigned.

## **\*MINIMUM QUALIFICATIONS:**

Proof of education and supervisory experience required by the CoARC as described below:

- Bachelor's degree from an accredited college or university in Respiratory Therapy.
- Valid and current California license as a Respiratory Therapy and a valid driver's license.
- A minimum of two years' experience in a Respiratory Therapy position.

## **\*DESIRED QUALIFICATIONS:**

- Administrative experience, defined as a manager, supervisor, or director whose responsibility and accountability included coordinating, directing, and activities involved in developing, implementing, and managing the respiratory therapy program.
- Previous teaching experience in a Respiratory Therapy program.
- Evidence of successful experiences demonstrating the ability to:
  - Lead in a cooperative environment
  - Build and maintain partnership ventures with hospitals, clinical sites, agencies, regulatory bodies, and colleges or universities.
  - Serve diverse student populations and communities typical of community colleges where academic, socioeconomic, culture and ethnic differences can create disparities in health care and in education.
  - Make good judgments, set appropriate priorities, lead change and evaluate the effectiveness of decisions, plans, programs and employees.

\*Meeting minimum and desired qualifications does not assure any candidate an interview.

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## **TIME COMMITMENT, SALARY, BENEFITS:**

This academic management position is a 50% position during the first year, with the likelihood that it will transition into a full-time position during the second and third years of the grant with both coordinator and teaching duties.

- Management salary range XI (\$68,599 to \$82,032; 50% time and salary in first year).
- Within this salary range, the successful candidate's starting salary will be commensurate with verified education and experience.
- District paid medical, dental, and vision insurance for employee and a high percentage of coverage for eligible dependents for full-time employment (not available during first year).
- Sick leave, vacation, paid holidays.
- Employee assistance program, basic life insurance for employee only.
- STRS (state teacher retirement system) or PERS.
- 403b/457 Options

## **APPLICATION PROCEDURE:**

Completed applications must be received in the Hartnell Community College District Human Resources Office by **4:00 pm on July 25, 2011** to be considered in the first round of screening. Incomplete application packets will not be considered. This position will remain open until filled; however, the first review of applications will begin July 27, 2011 and may be closed at any time thereafter at the request of the screening committee.

- 1) A letter of application explaining your experience and qualifications in meeting each of the stated minimum and desired qualifications for this position.
- 2) A completed District application for Administrative Position.
- 3) A comprehensive resume of educational background and experience including community involvement and professional achievements.
- 4) Copies of transcript(s), verifying educational degrees and/or coursework required for this position (unofficial transcripts are acceptable at the time of application)
- 5) Copies of current and valid California RCP license and NBRC credential.

## **SELECTION PROCEDURE:**

Selected candidates will be invited for an initial interview with the screening committee. It is expected that interviews will take place the week of August 8, 2011. The finalists will be invited back for a final interview shortly thereafter. Beginning date of employment will be on or after September 1, 2011.

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### **EQUAL OPPORTUNITIES**

It is the policy of the Hartnell Community College District that no person shall be discriminated against in any employment procedure on the basis of race, color, national origin, ancestry, religion, sex, sexual orientation, age, marital status, Vietnam-era veteran status, or disability. The College actively seeks applications from candidates who have multi-cultural experience. Contact the Office of Human Resources and Equal Employment Opportunity if you need any special accommodations to complete the application process.

**SUBMIT APPLICATION MATERIALS TO:**  
Hartnell Community College District  
**Human Resources and Equal Employment Opportunity**  
411 Central Avenue  
Salinas, California 93901

**(831) 755-6706**

**Fax: (831) 755-6937**

**Email: [work@hartnell.edu](mailto:work@hartnell.edu)**

**Applications available at: [www.hartnell.edu/hr](http://www.hartnell.edu/hr)**