



## **SPECIAL ASSIGNMENT POSITION DESCRIPTION**

### **Director of Respiratory Care Practitioner Program**

#### **DESCRIPTION OF PROJECT, WORK, SERVICE REQUESTED:**

The Director of Respiratory Care Practitioner (RCP) program will be responsible for providing leadership and program coordination to students and faculty for the purpose of maintaining an optimal learning and teaching environment. The faculty member in the position of RCP Program Director will work with the RCP Director of Clinical Education and the Dean of Academic Affairs, Nursing and Allied Health (NAH) to promote the stature of the RCP academic program and to ensure compliance with mandates set by Hartnell College, the State of California, and the Commission on Accreditation for Respiratory Care.

#### **Reports to: Dean of Academic Affairs, Nursing and Allied Health**

#### **SAMPLE DUTIES AND RESPONSIBILITIES:**

1. Assume a leadership role in many activities within the college and Nursing and Allied Health.
2. Support the dean, staff, faculty, and students in all activities. Act as a resource to RCP faculty.
3. Plan and execute college/community outreach and student recruitment activities.
4. Recruit RCP faculty and coordinate orientation activities.
5. Assist and support faculty when evaluating RCP student performance in theory and clinical courses.
6. Collaborate with RCP faculty and college curriculum committee in developing, implementing, evaluating, and/or modifying RCP curriculum according to CTE curriculum regulations.
7. Chair community advisory and RCP faculty level meetings, ensuring student, faculty, medical director, and community stakeholder membership and participation.
8. In collaboration with the dean, students, and faculty, assess and evaluate student learning and program level outcomes data and implement strategies for improvement.
9. Oversee procurement and inventory tracking of educational materials and equipment.
10. Complete accreditation reports for CoARC as directed.
11. Assist students with licensing requirements and processes.
12. Coordinate success activities for RCP students, including licensing review courses.

13. Lead students and faculty in planning and implementing the NAH Pinning Ceremony.
14. Monitor professional competencies and clinical currency of part-time instructors.
15. Assist director of clinical education and dean in duties and responsibilities of that position as designated.
16. Assist dean in duties and responsibilities of that position as designated.

**DELIVERABLES EXPECTED:**

1. RCP curriculum oversight.
2. Completion of CoARC documents as directed.
3. Leadership in NAH pinning ceremony.
4. Recruitment and mentorship of new faculty.
5. Completion of student academic reports.
6. Oversight of RRT license application processes.
7. Submission of monthly time and effort reports.

**DESIRED QUALIFICATIONS AND KNOWLEDGE:**

1. Experience in RCP education, administration, and faculty mentorship.
2. Knowledge of RCP curriculum design, RCP program review/evaluation processes, clinical and classroom respiratory care education pedagogy, CoARC, and California RRT regulations.
3. Demonstrated ability to communicate effectively with administrators, faculty, staff, and students; to prepare accurate statistical reports; and to perform peer and student evaluations.
4. Must hold a valid RRT credential and CA state license; have a minimum of four years' experience as a RRT with at least two years in clinical respiratory care; 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.

**TERMS OF APPOINTMENT:**

1. The initial term of assignment will be one academic year. Continuation in assignment from one semester to the next will be dependent upon a showing of satisfactory performance and progress.
2. Assignment will commence Fall semester 2019. Time commitment is expected to be at least 15% of full teaching load per semester.
3. Compensation will be a stipend of \_\_\_\_N/A\_\_\_\_.
4. Monthly time and effort reports are required to be submitted to and discussed with supervisor.

**APPLICATION PROCEDURES:**

1. Submit brief letter of intent that specifies your interest in and qualifications for the assignment. (Max. 1 page)
2. Submit to HR by email to [work@hartnell.edu](mailto:work@hartnell.edu) only. Please do not bring hard copy to HR or email Alma Arriaga.
3. Deadline for submission is Tuesday, August 13, 2019, at 3:00 p.m.