

DIRECTOR OF RESPIRATORY THERAPY

Under the direction of the Dean of Health Sciences, the Director of Respiratory Therapy shall:

1. Organize, develop, supervise, coordinate, and evaluate the Respiratory Therapy Program in cooperation with the Clinical Education Coordinator and the Medical Director.
2. Work with the Clinical Education Coordinator, the Medical Director, and appropriate hospital personnel to insure that clinical aspects of the program provide necessary high quality experience.
3. Assist the Vice President of Instruction and the Dean of Health Sciences in outlining requirements and qualifications for personnel in the Respiratory Therapy Program.
4. Recruit and hire part-time faculty and clinical teachers and student assistants.
5. Screen applicants for Respiratory Therapy Program and make recommendations regarding the selection.
6. In conjunction with the Dean of Health Sciences, work with probationary Respiratory Therapy faculty members, evaluating their teaching performance and qualifications for continuing contract.
7. In conjunction with the Dean of Health Sciences, work with Respiratory Therapy faculty members on continuing contract, evaluating their teaching performance and qualifications for continued employment.
8. Develop with the Dean of Health Sciences the respiratory therapy schedule of classes and recommend instructor assignments.
9. Develop and share competency based curriculum in cooperation with the Clinical Education Coordinator.
10. Develop and recommend to the Health Sciences Division Chair the annual budget for Respiratory Therapy Program.
11. Provide the leadership to organize and promote an active advisory committee which will assist in identifying the needs of the program in relationship to the work place.
12. Share teaching responsibilities as scheduled.
13. Prepare reports as necessary.
14. Assist with advising and recruitment of students.
15. In cooperation with Student Services, determine advising information for prospective students.
16. Supervise and conduct follow-up studies of Respiratory Therapy students, graduates and employers.
17. Perform other duties related to the program and the institution as assigned.

2-23-81; 10-25-93; 11-99