

POSITION DESCRIPTION

JOB TITLE: DIRECTOR OF ALLIED HEALTH

DEPARTMENT: ALLIED HEALTH

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE GRADE 8

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: ASSOCIATE VICE PRESIDENT OF CAREER AND TECHNICAL EDUCATION

SCHEDULE DETAILS: FULL-TIME, 12 MONTH CONTRACT

DATE OF LATEST REVIEW/REVISIONS: JULY 2024

What we are looking for:

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Director of Allied Health will provide leadership and supervision of all aspects related to personnel, curriculum, budgets, and accreditation for programs within the department. The Director is responsible for administrative oversight, maintenance of accreditation compliance and the modification or adaptation of current educational programs. The Director will develop and maintain partnerships with area employers, community organizations, school districts, and workforce partners in an effort to ensure program quality of existing programs, explore development new programs or pathways, apply for grant funding, and adapt existing curriculum and programs to serve communities that rely on Crowder College for education opportunities, workforce development and career pathways in programs within the department.

Essential Job Duties

Some of the duties listed below would be day to day management of Director of Allied Health will vary depending on the need(s) of the college. Priorities Include:

- Oversees all aspects of Allied Health programs at Crowder College.
- Supervises program directors, faculty, and staff within the department and provides guidance for matters related to faculty, staff, curriculum, and learning outcomes.
- Supports curriculum and program development with faculty and program directors to align requirements for further education and career advancement and plans curriculum additions, modifications, and deletions.
- Oversees promotion, organization, coordination, and evaluation of the courses and curricula of the division.
- Oversees and coordinates related technical instruction and administration of existing apprenticeships within the department and develops new apprenticeship opportunities with employers served by the college.
- Oversees collection and reporting of program-related data for internal program reviews, external accreditation, and career and technical education funding requirements.
- Works with staff to coordinate student retention efforts and enrollment management. Serves as division liaison to advisors and other areas of the college.
- Investigates, compiles, and prepares recommendations for resolving student issues and academic complaints.
- Evaluates requests for course repeats, exceptions, waivers, credit by exam and other student petitions.

- Monitors the accreditation requirements of all programs within Allied Health and assists individual program directors, faculty, and staff with program accreditation and reaccreditation.
- Coordinates with program directors and faculty to ensure efficiency of schedules as well as financial and physical resources within the department.
- Serves as the primary liaison for the college for related allied health employers served by Crowder College.
- Ensure program sustainability by working with program directors and faculty to maintain and develop procedure guides for critical program specific functions, contacts, and procedures that impact students and employers who rely on the programs within the department.
- Ensure clinical and didactic learning experiences represent the college well as a provider of quality learning experiences in the respective fields.
- Works with program directors, employers, and occupation stakeholders to identify and develop new revenue-generating courses, programs, grants and/or other services based on local, regional or broader needs.
- Oversees training and development of staff to ensure an understanding of applicable laws, regulations, policies and procedures related to the delivery of programs and services.
- Ensures that program, state, local, and occupational compliance reviews are conducted on an ongoing basis and coordinates the external compliance monitoring; plus, reviews resulting compliance reports and develops any corrective action plans as needed.
- Creates and maintains positive workplace environments that fosters professional growth, job satisfaction, and professional standards for all faculty and staff within allied health.
- Participates, as needed, on various committees related to the programs with the department, the CTE division, and customer/client programs and services.
- Attends partner meetings and public events that enhance programs within the department.
- Prepares, with the Associate Vice President, and delivers presentations to Trustee Board, Staff or Committees and Area Chambers of Commerce, plus other stakeholders, as appropriate.
- Performs other related work and/or projects as required.

Knowledge, Skills & Abilities

- Knowledge of workforce and/or career and technical education, preferred.
- Knowledge of effective practices in supervision and leadership of people and departments.
- Knowledge and application of various instructional methodologies, preferred.
- Knowledge of allied health and/or public service occupations.
- Knowledge of Microsoft Office tools (Outlook, Teams, Excel).
- Knowledge of curriculum and program development, preferred.
- Knowledge of program accreditation requirements, preferred.
- Knowledge of academic program reviews, preferred.
- Knowledge of principles and methods for promoting programs and services
- Ability to plan, organize, and implement responsibilities effectively and a timely manner.
- Ability to establish and maintain positive working relationships with employers, students, other employees, and the public.
- Ability to speak and communicate in both small and large group forums as well as present information to large groups of people such as conferences and workshops.
- Ability to
 - Information Technology abilities required:
 - Ability to operate a computer using a Windows environment.
 - Ability to operate a computer within the Crowder College network environment.
 - Ability to utilize all relevant computer programs and systems.
 - Ability to utilize email.
 - Ability to utilize Microsoft Office programs/applications.
- **Creative and analytical skills:**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to develop and manage budgets
- Ability to evaluate training opportunities for return-on-investment and growth opportunities.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement all necessary policies and procedures to ensure compliance with funding guidelines through Missouri One Start and other funding sources.
- Language/Communication Skills:
 - Ability to communicate effectively with a variety of people, including staff, students, other professionals, and the general public, in both written and oral mediums.
 - Ability to interact with a broad range of people both on and off campus in a positive manner.

Education and Experience

- Bachelor's degree in one of the disciplines of the department, or Bachelor's degree with professional experience in one of the disciplines of the department related field of study required. Master's degree preferred.
- Three years to five years of experience in one of the disciplines of the department or a closely related field of study or in education, required.
- Two years of experience in a classroom or clinical setting at the post-secondary or occupation level in one of the disciplines of the department or a closely related field of study, preferred.
- Valid driver's license is required.

Positions Supervised

- Director of EMS, Director of Surgical Technology, Director of Cardiac Sonography, Director of OTA, faculty within the programs of fire science, patient care technicians, and CMA.

Working Environment

- Generally, works indoors in a standard office environment.
- Normal college working hours but adjustment of hours involving evening and/or weekend work will be required during certain periods of the year.
- Travel to other instructional sites and employer locations required.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical

- Generally sedentary work but will involve mobility within the campus and various sites.
- Light lifting and physical activities may be required occasionally.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.
- The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CROWDER COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS POSITION DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS POSITION DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL JOB DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. THIS POSITION DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL." THE AFOREMENTIONED POSITION REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED INDIVIDUALS WITH A DISABILITY.