

Cape Girardeau Public School District No. 63
Job Description

Job Title: Respiratory Therapist Assistant Program Director

Terms of Employment: 12 month contract; 229 days

FLSA Status: Exempt

Reports To: Assistant Director, CTC and Director of Student Services

Brief Description of Position:

The Respiratory Therapist Assistant Program Director is responsible for program leadership and management and classroom/clinic teaching, budgeting, curriculum development, supervision of staff, recruitment, scheduling classes, accreditation, and teaching.

Required Qualifications:

- Baccalaureate Degree
- The Program Director must hold a valid Registered Respiratory Therapist (RRT) credential by the National Board for Respiratory Care (NBRC) and be licensed by the Missouri Division of Professional Registration as a Respiratory Care Practitioner.
- The Program Director must have a minimum of four (4) years experience as a Registered Respiratory Therapist; of which at least two (2) years must include experience in clinical respiratory care.
- The Program Director must have a minimum of two (2) years experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
- Must have a valid Driver License in order to visit clinical sites.
- Verification of one of the following:
 - Possession of a baccalaureate or higher degree from an accredited college or university in the subject area being taught and four thousand (4,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - Possession of an associate's degree from an accredited college or university in the subject area being taught and five thousand (5,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years;
 - Six thousand (6,000) hours of DESE-approved, related occupational experience obtained within the most recent ten (10) years.
- Must exhibit successful leadership, organization, public relations and business skills
- Excellent oral and written communication skills
- Skills in human relations, leadership and conflict management.
- Demonstrated ability to work effectively with community groups, parents and agencies.
- Demonstrate skills in computer word processing, spreadsheets and data bases

Essential Duties and Responsibilities:

- The Program Director must be responsible for all aspects of the program, including the management, administration, continuous review and analysis, planning, development, and general effectiveness of the program.
- The Program Director must have regular and consistent contact with students and faculty.
- Uses instructional techniques appropriate to the lesson.
- Develops and enhances positive student self-concept and Attitude towards learning.
- Evaluates and provides feedback on student progress during instruction.
- Organizes classroom materials and manages students.
- Manages student behavior.
- Participates in ongoing professional growth.
- Communicates effectively and professionally with colleagues and students.
- Maintain National Accreditation for the Respiratory Therapy Program #200497 through the Commission on Accreditation for Respiratory Care (CoARC).
- Oversee and direct the professional faculty of the Respiratory Care Program.
- Participate in professional organizations appropriate to career and technical education, such as (Missouri Association for Career & Technical Education and Association for Career & Technical Education).
- Participate in professional organizations including the Missouri Society for Respiratory Care and the American Association for Respiratory Care
- Attend professional development activities, such as educational conferences, field specific updates and college course work required to maintain his/her Teaching Certificate and remain eligible for employment.
- Actively participate on building level teams and in school-related activities.
- Must be able to demonstrate the ability to collaborate with colleagues, analyze student data, and make necessary instructional interventions for student growth that is based on data and best practices in education.
- Use technology appropriate for instruction and program use.
- Performs other duties as assigned by supervisors.

Hazards:

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Physical, radiation, chemical and biological at the clinical sites. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between schools will cause exposure to hazardous driving and walking conditions.

Physical Demands/Environmental Factors:

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time
- Requires constant hand-eye/mind-eye coordination, hearing; intermittent walking, talking and writing.
- Frequent keyboarding and repetitive motions with wrists, fingers, and hands are required.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: _____ Date: _____

Reviewed by: _____ Date: _____
Human Resource Coordinator

Revised: August 1, 2013