

The Director of the Surgical Technology Program shall be appointed by the Board of Trustees upon the recommendation of the President. The salary and term of employment shall be fixed by the Board of Trustees upon the recommendation of the President. The person in this position reports to the Dean of Health Sciences or as designated by the President.

Qualifications:

The Director must be a certified surgical technologist with at least 3 years' experience. A bachelor's degree is preferred.

Description:

The Director of the surgical technology program shall be responsible for the overall program curriculum in addition to some instructional duties. This is a full-time, salaried, FLSA exempt position covered by the Public School Retirement System of Missouri (PSRS).

The Director of the Surgical Technology Program shall:

1. Be responsible for the development of philosophy, objectives and the curriculum for the program;
2. Implement and evaluate curriculum;
3. Review and revise curriculum with faculty, which includes comprehensive systematic program assessment and review;
4. Coordinate program and activities with Columbia Area Career Center personnel and MACC – Columbia campus personnel;
5. Maintain communication between Surgical Technology faculty and MACC administration;
6. Make departmental decisions in collaboration with the Dean of Health Sciences and seek appropriate input from the faculty;
7. Coordinate clinical experiences, prepare schedules, and comply with identified regulations;
8. Make recommendations for the budget to the Dean of Health Sciences
9. Schedule and conduct regular meetings of the faculty;
10. Be responsible for reports to state and federal bodies as necessary;
11. Recruit and recommend faculty;
12. Conduct orientation of faculty;
13. Evaluate faculty in collaboration with the Dean of Health Sciences;
14. Advise faculty as necessary to maintain consistency in program;
15. Be responsible for recruitment and recommendations of students;
16. Maintain open door policy for students to provide open communication;
17. Give guidance and assistance to students on a regularly scheduled basis and serve as a student academic advisor;
18. Conduct ongoing student assessment activities and participate in student problem-solving activities in collaboration with the Dean of Health Sciences;

19. Fulfill obligations as faculty member;
20. Attend all college faculty meetings and the three (3) required staff development sessions;
21. Represent the Moberly Area Community College Surgical Technology Program at professional meetings and at public functions when appropriate;
22. Collaborate with Surgical Technology advisory committee and maintain positive communications within the career field;
23. Perform other duties as assigned by the Dean of Health Sciences or the President of the College.