Position Title: Radiologic Technology Program Director
Reports To: Allied Health Division.
Classification: Exempt
WC Code: 8869
Job Type: Fourth Level Administrator

Major Responsibilities:
The Radiography Program Director is a full-time benefited position that is responsible for program operation, assessment, accreditation, student support, supervision, leadership, community outreach and maintenance of internal and external partnerships. This position is responsible for the coordination, planning, presentation, and evaluation of the Radiography program. The program director/faculty member is responsible for performing assigned duties during the day, evening, or weekend on any Florida National University Campus or outreach center as assigned. At a minimum, the related activities include administration of the Radiography program, instruction; instructional counseling; serving on various committees; coordinating and/or participating in school based community events and service-learning activities and participating in local, state, regional, or national professional activities and organizations. A program director/faculty member performs all other duties as directed by the Allied Health Division Head, University Dean, Vice President of Academic Affairs, or the President or designee.

Specific Duties and Responsibilities:

1. Prepares lesson plans for classroom instruction for credited radiologic technology courses
2. Develops program curriculum, syllabi, goals, and objectives; evaluates students’ progress in attaining goals and objectives.
3. Establishes, measures, and evaluates program or departmental student learning outcomes for continuous student improvement and success.
4. Correlation of clinical education with didactic education using approved curriculum format
5. Periodic revision of course materials and manuals
6. Maintains JRCERT accreditation; knowledge of accreditation policies and procedures
7. Maintains assurance of effective program operations
8. Manages ongoing program assessment
9. Requests and maintains supplies and equipment and prepares/plans budget requests
10. Attends professional development training, workshops, seminars, and conferences
11. Teaches radiologic technology courses in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field.
12. Evaluation and advisement of students in a didactic/clinical setting
13. Meets with students, staff members and other educators to discuss students’ instructional programs and other issues
14. Ensures safety and security requirements are met in the discipline area
15. Assists with recruitment, retention, and job placement efforts.
16. Requires strong computer skills, communication skills, and ability to interact effectively with a diverse student population.

17. Position may require committee and project assignments or other duties as assigned as well as day/evening/distance learning classes and activities.

18. Performs other duties as assigned.

Minimum Qualifications:

- Master’s degree from a regionally or nationally accredited institutions or universities.
- Holds American Registry of Radiologic Technologists (ARRT) current registration in Radiography
- Documents three years clinical experience in the professional discipline (radiography)
- Documents a minimum of two years’ experience as an instructor in a JRCERT-accredited program.
- Experience with JRCERT Accreditation process

Note: The use of computers and university resources is limited for school business purpose. Installation of any software is prohibited.

This job description is intended to describe the general nature and level of work being performed by individuals assigned to this position. It is not intended to be construed as an exhaustive list of all tasks, duties, skills and/or responsibilities required for this position in each Campus at all times. Tasks, duties, skills and/or responsibilities may vary from individual to individual, campus to campus and over time, depending upon various factors. These are general guidelines for this job position.

To apply for this position please click on the link below: