



Position Title: Diagnostic Medical Sonography Technology Program Director
Reports To: Allied Health Division.
Classification: Exempt
WC Code: 8868
Job Type: Third Level Administrator

Major Responsibilities: The Diagnostic Medical Sonography Technology Program Director position is responsible for assuring effective program operations. Overseeing ongoing program accreditation and assessment processes. Maintaining compliance with JRCDS standards of accreditation and SACSCOC principles. Participating in budget planning. Participating in didactic and/or clinical instruction, as appropriate. Maintaining current knowledge of the professional discipline and educational methodologies through continuing professional development. Assuming the leadership role in the continued development and evaluation of the program. Responsible for engaging students, fostering learning, assuring role model professionalism ultimately producing competently trained students prepared for professional careers.

- Complete Faculty Observations, and manage End of Course Evaluation reviews with faculty, based on the schedule in the Faculty Handbook.
- Monitor and supervise online classes, paying close attention to faculty engagement, student communication, and timely grading of student submissions.
- Acquire and maintain relationships with clinical sites.
- Supervise faculty/students attending clinical sites.
- Monitor and maintain programmatic accreditation standards, and coordinate accreditation activities with the Director of Accreditation of Compliance.
- Monitor and maintain Planning Assessment & Evaluation Forms, Short Term and Long-Range Plans, and provide oversight of faculty maintenance of the Faculty Success module. (Watermark)
- Manage curriculum development and revision, for programs and courses.
- Contribute to marketing strategies to increase enrollments.
- Manage adjunct and full-time faculty staffing needs, coordinating the hiring of new personnel with Human Resources.
- Development and monitor the program assuring consistent and high quality delivery.
- Establish, measure, and evaluate program and student learning outcomes for continuous student improvement and success.
- Oversee correlation of clinical education with didactic education using approved curriculum format.
- Teach Diagnostic Medical Sonography Technology courses in a classroom/lab/field setting that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field.
- Evaluate and advise students in a didactic/clinical setting.
- Meet with students, staff members and other educators to discuss instructional programs and other issues.
- Ensure that safety and security requirements are met.
- Assist with recruitment, retention, and job placement efforts.
- Perform assigned duties during the day, evening, or weekend across FNU's three campuses or outreach center as assigned. Position may require committee and project assignments and day/evening/distance learning classes and activities.

- **Leverage expertise to develop, maintain and deliver education services to students through:**
 - Creating and maintaining core curriculum
 - Communicating and monitoring delivery of core curriculum
 - Delivering own course lectures
 - Facilitating student engagement
 - Working one-on-one with students
 - Assessing students and providing developmental feedback
- **Oversight and management of Diagnostic Medical Sonography Technology Program curricula:**
 - Review program curriculum to ensure materials are up-to-date
 - Review courses within program
 - Review text books, equipment, and materials
 - Create and modify course materials and manuals as necessary
 - Work with program coordinators to ensure consistency of delivery across campuses
 - Meet with program advisory boards and other stakeholders to ensure the program meet community/employer needs
 - Prepare for and facilitate annual professional development for faculty to ensure program is up-to-date
- **Prepare Course Plans and Materials:**
 - Prepare syllabi (using Simple Syllabus)
 - Create lesson plans for classroom instruction of credited radiologic technology courses
 - Create exams, quizzes, and projects/assignments
 - Coordinate with librarian and bookstore for availability of materials
- **Deliver Courses:**
 - Deliver lectures/facilitate labs
 - Grade projects and exams
 - Provide progress reports/mid-term feedback
 - Maintain grade book
 - Enforce policies (dress code, no food and drink, schedules, etc.)
- **Monitor Progress/Attendance:**
 - Monitor student progress and follow-up as needed
 - Enforce class participation policy
 - Follow-up with students who miss a class (phone calls)
 - Report class participation issues to the academic advisors
- **Advise Students:**
 - Answer student questions
 - Be available for one-on-one assistance/tutoring
- **Record Grades and Submit Reports:**
 - Maintain grade books
 - Adhere to departmental grading policies
 - Provide academic advisors with weekly reports
 - Submit final grades
- Monitor equipment and supply needs (prepares/plans budget requests).
- Maintain classroom.
- Maintain any relevant licensures and certifications.
- Attend campus faculty meetings.
- Participate in committees and knowledge sharing forums. Attend professional development training, workshops, seminars, and conferences.
- Support and participate in University Commencement Ceremonies.
- Participate in the new student orientations.
- Participate in the self-studies and committees conducted by the University.
- Ensure compliance with Title IX of Education Amendments Act of 1972.
- Follow all FNU Policies, Procedures, Rules and Regulation and the FNU Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time (“FERPA”), Florida Information

Protection Act of 2014, as amended from time to time (“FIPA”), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

- Read, understand and comply with the University’s mission, the catalog, the University’s policies and procedures, the Staff Handbook and Institutional Effectiveness process.
- Meet deadlines. Respond to communications (e-mail, voice mail) on a daily basis.

EDUCATION / EXPERIENCE REQUIREMENTS

- Master’s degree is required.
- Proficient in curriculum design, evaluation, instruction, program administration and academic advising.
- Minimum of three (3) years of documented clinical experience in professional discipline.
- Minimum of two (2) years of documented experience as an instructor in a JRCDSM-accredited program.
- Clear/Active: unrestricted ARDMS Registries and/or American Registry of Radiologic Technologists (ARRT) certification.
- Experience with JRCDSM Accreditation standards and processes.
- In-depth knowledge and experience in regulatory and policy issues related to specified program(s).
- SACSCOC experience preferred.
- Outstanding communication, public speaking and presentation skills.
- Ability to meet deadlines without sacrificing quality.
- Ability to work in a fast-paced environment with competing priorities.
- Collaborative work style; excellent interpersonal skills.
- Solution-focused with strong problem-solving and conflict resolution skills.
- Student-centered approach; balances team and individual responsibilities.
- Computer proficiency, including Microsoft Office, Outlook and basic database applications.
- Ability to be present and on the job during all periods deemed critical by management.

Skills:

- Management – communicating with and facilitating discussions among a diverse range of highly educated professionals across a variety of disciplines.
- Goal setting – setting reasonable, yet high targets, and creating a plan for attaining those targets.
- Planning – organizing and prioritizing the needs and goals of program.

Job Type

Full-time.

Location

Hialeah Campus: 4425 W. Jose Regueiro (20th) Avenue, Hialeah, Florida 33012

South Campus: 11865 SW 26 Street Suite H3 Miami, Florida 33175

Working Conditions

General office working conditions. Noise level is at normal office capacity.

Physical Demands

The physical demands described here are representative of those that must be met by employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee may be required to frequently and for extended periods of time, sit; stand; walk; use hands to handle and feel objects; reach with hands and arms; climb stairs. This position requires the ability to see, hear, and operate a computer keyboard and standard office equipment. The employee must lift and/or move up to (10) pounds and occasionally lift and or move up to 25 pounds. Specific vision abilities required by the job

include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust to focus. The employee must travel to other campuses, as needed and/or required.

Safety Hazard of the Job

Minimal Hazards.

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 position.

License/Certification (required):

- Clear/Active unrestricted ARDMS Registry and ARRT certification