

## **Colorado Mountain College**

### **Position Description**

Title: Program Director, Radiologic Technology  
FLSA Classification: Exempt  
Hiring Salary Range: \$102,567.89 - \$113,964.32

#### Primary Responsibility

The Program Director is responsible for the administration and leadership of the radiologic technology program and oversees faculty and all aspects of the program. Under the supervision of the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies, the Program Director for radiologic technology is responsible for providing general oversight of program offerings on campus and in community clinical partnership sites, to include responsibility for structured guidance around consistency of practices in curriculum delivery and risk management. On an annual basis, the Program Director will conduct and present a feasibility study to evaluate the program for leadership to consider renewal of the program.

Responsibilities include but are not limited to: ensuring that offerings of the program articulate with CMC's mission, vision, strategic plan and institutional learning outcomes as well as state and national standards; handling budget, hiring and support of faculty, coordination of program accreditation applications/renewals and program activity reporting, leading program advisory committee meetings, outreach, marketing, & recruiting activities, and program assessment, and collaborating with campus academic and student affairs staff to ensure effective student support.

The program director provides instructional and administrative leadership and support to the assigned program area. This position assists (as needed) with recruiting, contracting, orientations, and evaluations of instructors; facilitates with the instructional design of schedules for courses; curriculum and catalog updates; works with faculty across the college to ensure consistency of curricular and learning outcomes for students; manages all aspects of the program budgets to comply with CMC standards; attends program advisory committee meetings for the discipline, and coordinates program and discipline assessment. In conjunction with college leadership and designated campus VPs, the program director also serves as a liaison with relevant external agencies in the CMC service area to ensure compliance with regulatory matters and ensures the programs meet the needs of the communities served.

This position will be responsible for developing, evaluating, and maintaining consistent risk management policies and procedures, in conjunction with the Risk Management office, faculty, and instructional leadership. Risk Management duties for radiology technology courses will include identifying, measuring, and making decisions on operational risks. They will also be responsible for analyzing,

developing, and maintaining contingency plans to deal with emergencies in the instructional spaces across the radiology technology programming.

This program director is a year-round administrative, non-faculty, staff position. The incumbent must be qualified to be credentialed to teach in the assigned areas, however, is not assigned a faculty rank. This position will have teaching assignments, as well as oversight during guest lecturers and community member presentations.

#### Pre-requisites for Position (Qualifications Standards)

Education and experience sufficient for the rigors of the position required. Examples of qualifications include a bachelor's degree or higher from a regionally accredited college or university and a minimum of 2,000 hours of verified, paid direct work experience in the past five years is required. A minimum of an associate's degree from a regionally accredited college or university and 4,000 hours of verified, paid direct work experience in the past five years is required. [An applicant with a related bachelor's degree or higher – min 2,000 hours paid related experience in past 5 years; an applicant with a related associate degree or industry license or certification – min 4,000 hours paid related experience in past 5 years]

Teaching Experience: one year full-time higher education or industry related teaching experience or equivalent as part time instructor. Qualified candidates must be credentialed to teach in the program, or eligible to be credentialed to teach in the program.

Must hold a current unrestricted certification and active registration with the American Registry of Radiologic Technologists (ARRT) in Radiography (R) or Radiologist Assistant (R.R.A.). Healthcare Provider Basic Life Support (BLS) certification issued by the American Heart Association required.

Preferred Qualifications: Master's degree in radiologic technology or related fields from an accredited college or university. Experience in teaching, training, and leadership in the field of radiology. Experience as a community college instructor in one or more medical related disciplines. Management experience in the medical field. Knowledge of academic administration, curriculum development, and clinical coordination.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that's the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

#### Essential Duties

*\*The percentages noted below represent anticipated averages.*

**Program oversight and administration (60%):** *Leadership of the radiologic technology program along with general administration/oversight of assigned areas and functions.*

1. Program Development and Review:
  - Annual program review and development.
  - Management of program review process, including curriculum, contracts, and accreditation standards.
  - Regular evaluations of program sustainability.
2. Compliance and Accreditation:
  - Overseeing department and program compliance with college, state, and national expectations.
  - Maintaining standards of accrediting bodies like the American Registry of Radiologic Technologists.
  - Ensuring program services comply with legal mandates and regulatory agencies.
3. Curriculum Management and Instruction:
  - Ensuring consistency and integrity of the program curriculum.
  - Coordinating curriculum scheduling and materials.
  - Teaching classes and supporting instructors in creating an effective classroom environment.
4. Budget and Financial Management:
  - Coordinating department budget, including managing grants and fees.
  - Developing, implementing, and adhering to program budgets.
  - Managing financial resources and developing capital requests.
5. Partnership and Community Engagement:
  - Securing and strengthening partnerships with local employers and community organizations.
  - Developing and maintaining community relations and advisory board meetings.
6. Faculty and Staff Oversight:
  - Supervising faculty recruiting, hiring, credentialing, evaluation, and mentoring.
  - Providing oversight and mentoring of subordinate staff.
  - Participating in search committees and college-wide initiatives.
7. Student Support and Engagement:
  - Supporting students through recruitment, advising, and career placement.
  - Collaborating with Student Affairs for student support.
  - Facilitating resolution of student academic issues.
8. Resource and Equipment Management:
  - Maintaining and purchasing supplies and equipment.
  - Assessing equipment needs and organizing maintenance.
  - Maintaining inventory and upkeep of educational resources.
9. Assessment and Reporting:
  - Evaluating courses and assessing student learning.
  - Preparing internal and external reports for accreditation.
  - Collecting and assessing student records for clinical experiences.
10. Professional Development and Outreach:

- Attending professional conferences and workshops.
  - Conducting outreach and promoting programs.
  - Developing marketing/recruiting plans for the programs.
11. Operational Management and Risk Management:
- Coordinating scheduling of lectures, labs, and clinical/internships.
  - Overseeing risk management practices.
  - Maintaining enrolment rosters, program manuals, and safety plans.
12. Articulation and Transfer Agreements:
- Developing articulation agreements for incoming and graduating students.
  - Coordinating transfer of credits and learning opportunities.

### **Teaching/Faculty (40%)**

This program director may also fulfill teaching responsibilities up to 40% of the regular full time faculty load, which will vary based on other duties needed in a semester.

Teaching responsibilities expected of all faculty include teaching course load as assigned, evaluate courses and assess student learning, meet established course, program and learning outcomes, comply with guidelines and policies, maintain office hours per established standards, develop rapport with students, assist with and participate in advising, orientation and registration activities.

Responsible for preparing course plans and material, monitoring progress and attendance, meeting with and advising students, recording, and submitting grades. Assist instructors in preparation of curriculum and syllabi.

Implements and maintains a records management system to achieve program goals, to include curriculum upkeep. Prepare annual reports on program enrollment, cost of operation and placement.

Assesses community needs and acquire community support for the program.

Monitors professional certification requirements for department instructional staff. Obtains all required credentials and renews as needed. Supervises, recruits, contracts, orients, and evaluates qualified instructors for all listed programs. Organizes course schedules and ensures content is consistent. Performs administrative support duties related to the accreditation status for the AAS of Radiologic Technologist degree.

### Supervision Received

This position reports to the Dean of Allied Health, Public Safety, Wellness and Outdoor Studies and works collaboratively with campus academic and student affairs leaders.

### Supervisory Responsibility

This position supports adjunct faculty in collaboration with campus instructional leadership and School Dean. The position may supervise full and part time program faculty and staff positions and/or student employees.

### Special Conditions of Employment

Successful completion of a background check will be required as well as motor vehicles records report. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires travel within and outside the CMC district. Work is often outside the standard workday and may include evenings and weekends. Position requires a valid Colorado driver license and ability/approval to operate college vehicles, including high occupancy (HOV) vehicles at times.

### Working Conditions

May require varying work schedule, including evening and weekend hours, exposure to inclement weather and other potentially hazardous working conditions in radiology technology training environments. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

This position requires constant sitting, occasional walking, standing, and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, [benefits@coloradomtn.edu](mailto:benefits@coloradomtn.edu)

#### HR Reference Information

Position group and code	304310
BLS SOC	11-9033
Position ID	PDRT
Date of review	3.16.2024

NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employees may perform other related duties as required to meet the ongoing needs of the organization.