

MEDICAL LABORATORY PROGRAM DIRECTOR

Job Description

CATEGORY:	Faculty (12-Month)
POSITION STATUS:	Full-Time
FLSA STATUS:	Exempt
SALARY RANGE:	Commensurate with Education and Experience

The incumbent in this job is expected to assist the College in achieving its vision and mission of student success and service to the community. A commitment to excellence, service, and a willingness to assist as needed are expectations for all employees.

JOB SUMMARY

Responsible for all aspects of the program, including the administration, planning, continuous review, development, and general effectiveness of the program as well as all duties as defined for full-time faculty. Responsibilities also include meeting and maintaining program accreditation requirements, systematic review of program effectiveness among didactic, laboratory, and clinical components, student recruitment, committee assignments and serving as a liaison with health care facilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, administers, manages, and evaluates the Medical Laboratory Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, learning labs, on-line tutoring, and other learning support services.
- Provides leadership and vision for the creation and implementation of a strategic plan for the Medical Laboratory Program.
- Develops and implements program changes and courses in response to the needs of the community.
- Functions as the instructional leader for the Medical Laboratory Program in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
- Interacts with community groups, local school districts and business and industry regarding their specific training needs.
- Assists in the development and the writing of proposals.
- Provides recommendations to the Dean of Health Care, Career and Technical Education for the employment, assignment, evaluation and professional development of all full-time and adjunct Medical Laboratory Program faculty.
- Verifies and approves Medical Laboratory Program faculty credentials in collaboration with the Dean of Health Care, Career and Technical Education.
- Participates in faculty and committee activities.
- Reviews, maintains and evaluates the Medical Laboratory Program budget and directs appropriation of funds and expenditures relating to the program and courses.
- Develops, implements, monitors and revises Medical Laboratory Program policies and procedures in collaboration with the Dean of Health Care, Career and Technical Education.

MEDICAL LABORATORY PROGRAM DIRECTOR

Job Description

- Leads the process for systematic Medical Laboratory Program review and evaluation as per the model adopted by the College.
- Develops and maintains positive partnerships with the Texas Higher Education Coordinating Board (THECB), the Texas Workforce Commission, local workforce boards, local economic development agencies, program advisory committees, business and industry, school districts, and other governmental, community, business and educational institutions of the College's service area to ensure the needs of the area businesses, credit, and non-credit students are met.
- Develops marketing and promotional strategies for the Medical Laboratory Program and courses.
- Works with the dean, faculty and staff to resolve student issues and complaints in compliance with College policies and procedures.
- Serves as a liaison or representative on instruction-related committees on behalf of the Vice President and the Dean of Healthcare Career and Technical Education, as needed.
- Attends the workplace regularly, reports to work punctually and follows a work schedule to keep up with the demands of the worksite (which may be on campus or at an off-site location).
- Working hours may include evenings, holidays or weekends depending on deadline requirements and special events.
- Uses interpersonal skills and makes sound judgments to decide how duties and responsibilities are completed between coworkers, the supervisory chain, faculty, staff, students, and customers.
- Completes all required training and professional development sessions sponsored by Texas Southmost College (TSC).
- Supports the values and institutional goals as defined in the College's Strategic Plan.
- Completes duties and responsibilities in compliance with college standards, policies and guidelines.
- Performs other duties as assigned.

REQUIRED KNOWLEDGE AND SKILLS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- A strong commitment to the mission of the community college.
- Demonstrated ability to teach.
- Demonstrated knowledge of the Medical Laboratory Program curriculum and program development and evaluation, as well as needs assessment and marketing of the program.
- Demonstrated knowledge of the planning, implementation and monitoring of program budget in an educational environment.
- Demonstrated knowledge in non-credit revenue-based programs, grant writing and the RFP process.

MEDICAL LABORATORY PROGRAM DIRECTOR

Job Description

- Demonstrated knowledge of the rules, regulations and principles of the THECB, Workforce Education Course Manual, and the Southern Association of Colleges and Schools Commission on Colleges.
- Demonstrated knowledge in the administration and development of the Medical Laboratory Program designed to meet the needs of health care organizations and entrepreneurial activities and programs designed to meet the needs of adults and the business community.
- Demonstrated excellent supervisory, administrative, communication, interpersonal and leadership skills.
- Demonstrated organizational skills in handling and directing multiple and complex assignments and projects.
- Experience in the use of technology in, and a willingness to continuously enhance through the use of technology, the teaching and learning process.
- Experience in collaborating with various educational, business, and/or government groups.
- Experience in organizing, developing and implementing operational systems and writing guidelines in an educational setting and managing a high volume workflow office.
- Skill in working effectively in a team environment with a customer service focus.
- Ability to establish and maintain positive and effective working relationships with students, college employees and the public.
- Ability to communicate effectively, both orally and in writing; define problems, collect data, establish facts, and draw valid conclusions; and effectively present information to top management, public groups, and/or boards of directors.
- Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community.
- Proficient in the use of e-mail, word processing, spreadsheet, database, and presentation software and use of the Internet to access data, maintain records, generate reports, and communicate with others.
- High level of energy and good sense of humor with the capacity for extraordinary time and effort demands.

REQUIRED EDUCATION AND EXPERIENCE

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education and experience required.

- Master's degree from an accredited college or university is required.
- A minimum of four (4) years of experience as a registered medical laboratory technologist, of which two (2) years must include experience in clinical laboratory and a minimum of two (2) years teaching in an accredited medical laboratory program either as a appointed faculty member or as a clinical preceptor.
- Successful experience with and understanding of federal, state, local and private grant funded Medical Laboratory Program.
- In-depth understanding of planning, program development, evaluation, and budgeting.

MEDICAL LABORATORY PROGRAM DIRECTOR

Job Description

PREFERRED EDUCATION AND EXPERIENCE

- Doctoral degree.
- Teaching and administrative experience in a comprehensive community college setting.
- Employment experience in business and industry.

CERTIFICATES AND LICENSURES

- U.S. generalist certificate as a Medical Laboratory Scientist and/or Medical Technologist by the American Society for Clinical Pathology –Board of Certification (ASCP-BOC) is required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand. The employee is occasionally required to walk; sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and taste or smell. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee occasionally works near moving mechanical parts and is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

MEDICAL LABORATORY PROGRAM DIRECTOR
Job Description

Notes:

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Are you able to perform these essential job functions with or without reasonable accommodation?

- Yes
- With Accommodations

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____

MEDICAL LABORATORY PROGRAM DIRECTOR
Job Description

Posting Specific Questions

Required fields are indicated with an asterisk (*).

1. *How did you hear about this employment opportunity?
 - TSC Website
 - HigherEdJobs
 - Indeed
 - LinkedIn
 - Specialty Job Board
 - Facebook
 - Work-In-Texas / Texas Workforce Commission
 - Job Fair
 - Personal Referral
2. *Do you have a Master's degree in Medical Laboratory Science from an accredited college or university?
 - Yes
 - No
3. *Do you have a minimum of four (4) years of experience as a registered medical laboratory technologist, of which two (2) years must include experience in clinical laboratory and a minimum of two (2) years teaching in an accredited medical laboratory program either as an appointed faculty member or as a clinical preceptor?
 - Yes
 - No
4. Do you have experience with and understanding federal, state, local and private grant funded Medical Laboratory Program?
 - Yes
 - No
5. Do you have in-depth understanding of planning, program development, evaluation and budgeting?
 - Yes
 - No
6. Do you a doctoral degree from an accredited college or university?
 - Yes
 - No
7. Do you have teaching and administrative experience in a comprehensive community college setting?
 - Yes
 - No
8. Do you have employment experience in business and industry?
 - Yes
 - No

MEDICAL LABORATORY PROGRAM DIRECTOR

Job Description

9. *Do you have a U.S. generalist certificate as a Medical Laboratory Scientist and/or Medical Technologist by the American Society for Clinical Pathology-Board of Certification (ASCP-BOC)?
- Yes
 - No