



Cañada College ♦ College of San Mateo ♦ Skyline College

GENERIC POSITION DESCRIPTION

DIRECTOR OF RESPIRATORY THERAPY

An Academic Supervisory Position (Exempt)
Grade 193E – Salary Schedule 35

A. General Statement

The position serves as the academic manager responsible for leadership, planning, developing, organizing, day-to-day management, and evaluating the Associate Degree Respiratory Therapy Program. Responsibilities will also include leadership and administrative support for other Allied Health programs and services within Skyline College. Public contact is extensive and includes students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity is required to adequately represent the college, Respiratory Therapy and other Allied Health programs, to serve as a technical resource person for Allied Health, and to design program components and services and ensure their effectiveness.

Duties & Responsibilities

The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

The position requires the ability to elicit and bring focus to recommendations from State agencies, hospital consortiums and clinic personnel, students, faculty, staff, and administrators. It also calls for organizational skills that enable the performance of duties in a timely manner and with attention to detail. Following are the specific duties and responsibilities:

1. Developing curriculum goals, objectives, and learning activities for the Respiratory Program in concert with the faculty and staff
2. Updating the curriculum in keeping with community, technological, demographic and college changes
3. Assuring compliance with the rules and regulation of the; Committee on Accreditation for Respiratory Care (CoARC) and the Respiratory Care Board of California (RCB)
4. Coordinating and orienting Respiratory Therapy faculty
5. Serving as a liaison between the college and community agencies in the planning and coordinating of clinical facilities
6. Facilitating the recruitment, admission and progress of students
7. Supporting faculty in classroom instruction and student activities
8. Maintaining regular and effective contact with students and faculty

9. Facilitating an effective advisory committee for receiving input from representatives of community agencies
10. Utilizing college resources in writing grants, reports, and for planning and administering the Program budget
11. Participating actively with other managers in planning processes and in addressing college concerns
12. Coordinating the ongoing process of assessment and evaluation for continuous program improvement
13. Facilitating effective communication and collaboration amongst Allied Health faculty and staff across the division
14. Providing leadership and administrative support to other Allied Health program faculty in the division
15. Performing other duties as assigned

Requirements

1. Possess, or qualify for a valid, active California Respiratory Therapy license
2. Baccalaureate or higher degree from an accredited college or university
3. A minimum of two years' experience in clinical respiratory care
4. A minimum of two years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor
5. Registered Respiratory Therapist with the National Board for Respiratory Care for a minimum of four years
6. Demonstrated cultural competence, sensitivity to and understanding of the diverse academic, socioeconomic and ethnic backgrounds of community college students, faculty, and staff

D. Physical/Other Requirements

This classification requires multi-tasking, flexibility, adaptability; accurate work under deadline pressure; attention to details; listening, good memory, sensitivity and tact; persuasive communication; negotiation; compromise; manual dexterity; working independent of direct supervision or specific guidelines; data analysis in order to perform the essential functions.

E. Knowledge, Skills & Abilities

1. Demonstrate ability to communicate effectively, both orally and in writing, with administrators, faculty, staff, students, and the community at large.
2. Knowledge of and experience with Respiratory Therapy education policies, partnerships and procedures
3. Active involvement in professional association(s) related to respiratory therapy
4. Understanding of and commitment to the role and purpose of the community college
5. Experience in integration of pedagogies that emphasize cooperation and collaboration, and engage students actively in learning, encouraging them to become independent, creative learners with higher-order thinking skills
6. Familiarity with the use of instructional technology and media to enhance teaching and student learning
7. Experience in directing the work of others and in providing positive problem solving skills
8. Demonstrated skills in leadership, coordination of programs service
9. Ability to speak a second language is desirable but not required

(3/2015)