**POSITION:**

Radiologic Technology Instructor and Program Director, Waycross

**DUTIES:**

Successful applicants will be responsible for overall classroom instruction for the Radiologic Technology Program degree level courses to include preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and interact with clinical partners, faculty, and deans. The program director is also responsible for all aspects of the program’s accreditation. Primary appointment is on the Waycross Campus. Position begins February 1, 2025.

1. Utilizing Technical College System of Georgia (TCSG) program standards, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the Radiologic Technology program.
2. Prepares a grading process to accurately assess students’ progress in program. Communicates progress to students and maintains student records according to established guidelines.
3. Utilizes an approved work ethic model for teaching, marketing, and evaluating employability skills and provides a formal system for feedback to students for exceptional or unacceptable behavior exhibited in the classroom and lab.
4. Provides student advisement in a timely, accurate and comprehensive manner.
5. Ensures all safety and security requirements are met in the Radiologic Technology Program. Plans and implements a Lab Management and Safety Plan as required by the Technical College System of Georgia (TCSG).
6. Requests and maintains supplies and equipment and prepares purchase requisitions according to established guidelines.
7. Prepares and submits all required documentation and administrative reports to the Dean for Academic Affairs, Allied Health.
8. Participates in required staff development activities and develops a staff development plan each year to maintain professional knowledge of the profession.
9. Maintains an active program advisory committee for the Radiologic Technology Program that meets a minimum of two times per year and meets all expected outcomes as outlined in the TCSG General Program Standards.
10. Maintains minimum program requirements as set forth by the TCSG Performance Accountability System (PAS) for enrollment, graduation and job placement.
11. Assists with recruitment, retention and job placement efforts for the Radiologic Technology Program.
12. Serves on institutional committees as needed as well as TCSG statewide program standards committees for curriculum development and revision.
13. Participates in annual planning and budgeting process at the College and develops appropriate Student Learning Outcomes (SLO’s) for the Radiologic Technology Program
14. Adheres to and carries out the procedures of the College.
15. Supports all special initiatives set forth by TCSG.
16. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
17. Performs other duties as assigned by the Dean for Academic Affairs, Allied Health.

PROGRAM DIRECTOR/LEAD INSTRUCTOR RESPONSIBILITIES

1. Ensures that all program faculty use consistent instructional materials throughout the program.
2. Assists and coordinates with all program faculty as program director to organize in the scheduling of course offerings each semester.
3. Coordinates with program faculty to collect documentation to maintain all program certification or accreditation requirements as needed.
4. Assist the Dean to ensure that all Radiologic Technology Faculty follow all safety and security requirements throughout the program.
5. Assists the Dean to ensure that program supplies and equipment are maintained and available for instruction.
6. Ensures that program advisory committee participation is documented in Stingray Spirit for annual planning purposes.
7. Maintains the Annual Planning System, Stingray SPIRIT, for the Radiologic Technology Program by loading all annual planning information, student learning outcomes, program goals and outcomes for the program.

**MINIMUM QUALIFICATIONS:**

* Master’s degree in related field – OR - A baccalaureate degree in field or closely related field and ability to obtain a master’s degree in a closely related field within 24 months of employment, from a nationally or regionally accredited institution.
* Three years documented clinical experience in the professional discipline.
* Hold American Registry of Radiologic Technologists current registration in radiography or equivalent (i.e., unrestricted state license for the state in which the program is located).
* Complete the ASRT Clinical Instructor Workshop within 12 months of employment.
* Excellent written and verbal communication skills.

**PREFERRED QUALIFICATIONS:**

* a master’s degree in field or closely related field from a nationally or regionally accredited institution.
* a minimum of two years of documented experience as an instructor in a JRCERT-accredited program.
* Proficiency in curriculum development, supervision, instruction, evaluation, and academic advising.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

|  |
| --- |
| **Equal Opportunity Statement**Coastal Pines Technical College (CPTC) does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, eharris@coastalpines.edu, 912-287-4098; titleix@coastalpines.edu ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |