



*Job Posting*

**Respiratory Care - Director of Clinical Education, Professor**

**Date Posted:** February 19, 2020  
**Posting End Date:** Until Filled

Cisco College is accepting resume packages for the full-time position of Director of Clinical Education (Abilene Campus). Primary responsibilities are to handle all clinical sites, having site visits to each facility, staying current on Respiratory Care clinical practices and staying current with CoARC requirements. As well as making clinical schedules, teaching Respiratory Care curriculum and meeting with students for tutoring. Resume packages will be received and accepted until the position is filled and will be received via mail, fax, and email, but email is preferred.

**CISCO COLLEGE** offers a generous benefit package, including comprehensive medical, dental, and vision insurance. For the medical benefit only, member-only coverage along with \$5,000 of basic term life is provided at no cost to the employee. Other coverages are selected by the employee and payment made through payroll deduction.

The benefits of working in higher education are many and allow you to plan well for your future. Cisco College offers retirement savings such as Teacher Retirement System or Option Retirement Plan – for qualified positions. Twelve month employees also receive both sick and vacation leave on a month to month basis.

Cisco College offers high-quality, affordable academic transfer and career training education to almost 4,000 students per semester across two campuses in Cisco and Abilene, Texas. Cisco College is training tomorrow's workforce today through innovation, creativity, and hands-on learning experiences. Cisco College is leading the State in redefining the community college experience to support student success.

The position is a full-time (12 months) position with benefits. Resume packages will be received until the position is filled and will be received via mail, fax, and email, but email is preferred.

**Please note:** A complete resume package must include a cover letter, completed Cisco College Application, resume, and official evidence of being a registered RRT or RCP with TDH. Please ensure all required documents are included with your submission. Thank you!

**Please submit your resume package to:**

**Shelli Garrett  
Director of Human Resources  
Cisco College  
101 College Heights  
Cisco, Texas 76437  
Office: 254-442-5121  
Fax: 254-442-5100 (ATTN: Human Resources)  
shelli.garrett@cisco.edu**

**Cisco College is an Equal Opportunity Employer**

# CISCO COLLEGE

## Job Description

**Job Title:** Respiratory Care - Director of Clinical Education, Professor  
**Reports to:** Division Chair  
**Last Reviewed:** 02/18/2020

### **Job Summary**

Responsible for curriculum development, instructional duties in classroom, clinical and laboratory, counseling students enrolled in the program as well as prospective students, approval of degree outlines for Respiratory Care majors, developing class, laboratory and clinical schedules. Provide input into developing the budget for the program, interacting with the program Advisory Committee, communicating and interacting with department directors of clinical affiliates and other administrative duties as delegated by the Program Director and Division Chair Health Science.

### **Primary Duties**

1. Analyze and evaluate the Respiratory Care program curriculum on a regular basis.
2. Recommend catalog revisions as needed
3. Select and recommend textbooks to be used each semester.
4. Develop and revise Respiratory Care course syllabi.
5. Assist Respiratory Care Faculty with other classroom related materials and projects.
6. Recommend class schedules for Respiratory Care Courses each semester.
7. Correspond with the Medical Director and the Technical Director of clinical affiliates.
8. Discuss Respiratory Care program affairs with the Medical Director and Program Director as needed.
9. Schedule physician rounds and lectures with the Medical Director.
10. Schedule student clinical rotations equally at all clinical affiliates.
11. Inventory Respiratory Care equipment and educational material annually.
12. Ensure that preventative maintenance is performed on all Respiratory Care equipment routinely and those requests to repair equipment are submitted through proper channels.
13. Ensure that all the necessary equipment is available for students' use.
14. Recommend requests for Respiratory Care budget annually.
15. Recommend changes in the Respiratory Care lab facilities.
16. Responsible for taking, transcribing and filing Advisory Committee meetings minutes.
17. Attend the Respiratory Care Advisory Committee meetings.
18. Hold conferences with prospective students and interview applicants desiring admission to the Respiratory Care program.
19. Reply to correspondence relative to the Respiratory Care program.
20. Respond to questionnaires from outside agencies relative to the Respiratory Care program.

21. Recruit students through correspondence, public school visits and special audiovisual presentations.
22. Keep material current in classroom and lab.
23. DCE will assist Program Director with annual report and on-site visit.
24. Assist in compiling information for accreditation reports.
25. Monitor the Respiratory Care program to ensure that accreditation standards are being met.
26. Monitor students' completion on DataArc daily for accurate time, competencies, clinical evaluations, physician interactions, procedures observed and/or performed. Train new preceptors on DataArc as they are hired at clinical sites.
27. Attend professional meetings deemed important to the program, toward professional development and enhance job performance.
28. Maintain current BLS Instructor.
29. Maintain current RCP
30. Remain active in NBRC and AARC education section.
31. Maintain all student records, ensuring all student immunizations, background checks, drug screenings and academic course work are complete as required for clinical affiliates.
32. Follow the Teaching and Learning Council's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
33. Maintain five regular office hours per week designated as time available to assist students. Be available by appointment for additional hours according to student needs. Post hours on office door, clearly demonstrate availability and submit hours to supervisor.
34. Support the mission of the College by serving on College committees, attending division and faculty meetings, and submitting all required paper work in a timely manner to Program Director and Health Science Director.
35. Complete all elements of the Faculty Evaluation Plan including having students evaluate courses and working with the Division Chair and Program Director to establish goals and evaluate performance.
36. Participate actively in the College's Institutional Effectiveness and Assessment of Student Learning Programs to develop a more effective learning environment for Cisco College students.
37. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
38. Respond promptly and communicate clearly and effectively using the college network system, including e-mail, word processing, and the Campus Connect / FAS Module.
39. Represent the College in a professional manner to all constituencies and the general public.
40. Perform other related duties as assigned by the Program Director, Division Chair and College Administration.
41. Maintain current status in professional organization.
42. Visit all clinical sites each semester.
43. Attend clinicals at least once a week, more if needed.

### **Minimum Qualifications**

1. Baccalaureate Degree in Respiratory Care preferred, Registered as a Respiratory Therapist (RRT) by the National Board for Respiratory Care and a minimum of four years of practical experience as a Respiratory Therapist; of which at least two years must include clinical Respiratory Care. Must have a minimum of two years' experience teaching in an accredited Respiratory Care program either as an appointed faculty member or as a clinical preceptor. *(CoARC Standard 2.12)*  
*(CoARC Standard 2.03 Key Program Personnel. The sponsoring institution must appoint, at a minimum, a full-time Program Director, a full-time Director of Clinical Education, and a Medical Director)*
2. Current Respiratory Care Practitioner (RCP) for the state of Texas. *(CoARC Standard 2.12)*
3. Effective verbal and written communication skills.

### **Preferred Additional Qualifications**

1. Master Degree
2. Active participation in relevant professional activities and organizations.