

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Chair/Professor of Medical Technologies	FLSA status:	Exempt
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DEPARTMENT:	HIT/MLT	REPORTS TO:	Dean of Health Sciences
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Position summary: Under indirect supervision, this position is responsible for the Health Information Technology (HIT) and Medical Laboratory Technician (MLT) programs. This position reports directly to the Dean of Health Sciences keeping him/her abreast of all planning, organizing, staff and development of Panola College's HIT/MLT programs.

Position responsibilities:

- Serve as liaison between the Dean and the Faculty within the department
- Position also required to teach classes within the programs
- Maintain documentation and prepare Annual Program Assessment Report (APAR) to maintain Health Information Technology Program accreditation with CAHIIM
- Maintain accreditation and all documentation for MLT program with NAACLS
- Demonstrate excellence in instruction, evaluate faculty, and encourage professional development as needed
- Conduct regular department meetings and record minutes for posting online
- Develop annual department budget request with input from faculty
- Manage approved department budget with appropriate documentation
- Develop and implement annual marketing plan
- Coordinate advisory committee membership and schedule committee meetings
- Recruit, screen, and facilitate employment of qualified faculty (fulltime and adjunct) as needed
- Lead faculty in recruitment, advisement and registration of students
- Prepare course schedules each semester and update syllabi annually; Coordinate syllabi, course content, and collect IE data for all department courses (i.e. SLOs, Core Assessment, or Capstone) across three campuses
- Order textbooks each semester to be approved by Dean
- Assign faculty workloads and submit paperwork for overloads and adjunct pay to Dean
- Manage classrooms, labs, and facilities to ensure students' learning needs are met
- Promote the programs through participation in area and community events as well as press releases
- Develop the curriculum and continue curriculum revisions of the programs so student training and skill development meets employer need
- Assist faculty in resolving Level I appeals and complaints
- Ensure all department information (brochures, website, catalog, handbook, etc.) is current and consistent
- Conduct all aspects of annual department Institutional Effectiveness (assessment, planning, data collection, analysis, reflection, evaluation, new plan and all documentation)
- Provide reports such as Technical Review, Gainful Employment, SACS, etc. in a timely manner
- Serve on college committees as assigned and recommend department faculty for committees
- Perform other functions consistent with a chair's responsibilities when requested by Administration
- Actively participate in related consortia, partnerships, organizations, etc.
- Support the philosophy and mission of the College
- Perform all other duties as assigned

Position Requirements:

- Degree/Credential Requirements: Master's degree required with at least 5 years' experience directly related to programs; Nationally Certified Medical Technologist (ASCP or AMT); RHIT or RHIA certification from AHIMA.
- Instructional experience in higher education; three years' supervisory experience preferred
- Strong organizational skills, commitment to the teaching profession, and enthusiasm for the mission of community college

Knowledge, Skills, and Abilities Required:

- Professional ongoing competence in area of responsibility with ability to encourage students and faculty
- Strong interpersonal and communication skills reflecting commitment to faculty and student development and confidentiality as needed

- Ability to present ideas clearly and effectively in discussion, oral presentations, and written work using English and proper grammar
- Ability to apply learning theory: motivational, perceptual, and emotional forces present in the learning process and the conditions which influence learning
- Ability to manage time to evaluate instruction, complete all paperwork as needed, serve on committees and lead curriculum development
- Ability to apply leadership techniques for guiding, and motivating faculty and staff to achieve effective performance
- Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments
- Ability to foster a cooperative work environment with diverse groups in a fast-paced environment
- Ability to deal effectively and fairly with everyone in a courteous manner, including student and/or faculty disputes and grievances
- Strong computer skills and ability to use current technology
- Ability to perform all responsibilities of the job as listed above
- Ability to represent the college in a positive and professional way at all times
- Enthusiasm and the ability to thrive in an atmosphere of change

Physical Demands of Work Environment:

- Work is normally performed in a typical interior/office work environment
- No or very limited physical effort required; however, employee must occasionally lift and/or move up to 15 pounds
- No or very limited exposure to physical risk
- Some travel required