

Job Description

Position Title: Surgical Technology Director

Job Family: Academic Affairs

Job Level: Director

FLSA Status: Exempt

Salary Grade: 09

Position Summary:

The Surgical Technology Director performs academic and administrative leadership duties related to the day-to-day responsibility for the Surgical Technology Program at Desert Vista Campus. The Surgical Technology Director will work a varied schedule over a twelve-month academic year that could include day, evening, night, and weekend duties. The Surgical Technology Director functions within the Surgical Technology Program within the Division of Health Professions & Biomedical Sciences and seeks to support a student-centered learning environment, focused on helping Surgical Technology.

Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Provides direction and supervision to staff and/or faculty employees to include: prioritizing and assigning work; conducting performance evaluations; ensuring faculty and staff are trained; and make hiring, termination and disciplinary actions with subordinate employees.
2. Develops, implements, and evaluates surgical technology program goals, objectives, policies, and services that are consistent with the College mission.
3. Directs, oversees, and participates in the development of the department work plan; monitors workflow; reviews and evaluates work products, methods, and procedures.
4. Manages the department budgets; approves and monitors expenses.
5. Provides direction for curriculum, instructional, and/or program development, equipment, and implementation; evaluates results and making appropriate modifications.
6. Interprets and applies policies and procedures for mediation and conflict resolution with students, faculty, staff, and external entities.
7. Collaborates with other organizations to promote organizational effectiveness, awareness, and public relations.
8. Oversees, develops, and supports grants, projects and related research activities related to the surgical technology program.
9. Conducts business intelligence and research analysis related to the surgical technology program.
10. Serves as the Director for the surgical technology program overseeing accreditation requirements for the program. Works with the lead faculty/clinical coordinator and all faculty and staff to ensure compliance with all accreditation requirements.

11. Directs all accreditation, regulatory, and reporting requirements related to the surgical technology program.
12. Directs the development of surgical technology research materials; provides reports and recommendations on staffing, scheduling, enrollment, services, and other areas as required.
13. Engages in a program of professional improvement in order to remain current in area of responsibility.
14. Performs all other duties and responsibilities as assigned or directed by the supervisor.

Knowledge, Skills, and Abilities:

1. Knowledge of project management principles, processes, and techniques
2. Knowledge and application of various instructional methodologies
3. Skill in budget/resource management
4. Skill in people leadership and supervision
5. Skill in team building
6. Ability to adapt to a rapidly changing technical environment
7. Ability to apply analytical and critical thinking skills with the ability to draw conclusions and prepare accurate reports of results

Supervision:

- Supervises work of other supervisors/managers, including planning, assigning, scheduling and reviewing work, ensuring quality standards. Is responsible for hiring, terminating, training and developing, reviewing performance and administering corrective action for staff. Plans organizational structure and job content.

Independence of Action:

- Results are defined; employee sets own goals and determines how to accomplish results with few or no guidelines to follow, although precedents may exist; supervisor/manager provides broad guidance and overall direction.

Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Institutional Infrastructure: Allows participation in the development of foundational aspects of the College, including the establishment of a strategic plan, financial and facilities management, accreditation, and technology planning.

- Information and Analytics: Allows ability to be a data leader. Provides a holistic representation of College's performance as well as data trends or issues.

Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Bachelor's degree in a related field required
- Three (3) to eight (5) years of clinical experience in the professional discipline
- Eight plus (8+) years of related experience preferred
- Master's Degree in a related field required
- Two (2) years of experience as an in instructor preferred
- Provide a current BLS Healthcare Provider certification card through the American Heart Association
- Submit clinical eligibility items including, but not limited to, a variety of immunizations and a health physical

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to position or transport light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

Special Conditions of Employment:

- Pre-employment Background Check Required
- Some evening or weekend work hours
- Provide a current BLS Healthcare Provider certification card through the American Heart Association
- Submit clinical eligibility items including, but not limited to, a variety of immunizations and a health physical