



Director of Clinical Education (DCE) - Respiratory Therapy

Full-Time, Faculty

Eastern Gateway Community College welcomes applications for the Director of Clinical Education for Respiratory Therapy. The Director of Clinical Education (DCE) must be responsible for all aspects of the clinical experiences of students enrolled in the program, including organization, administration, continuous review and revision, planning for and development of locations (with appropriate supervision) for evolving practice skills, and the general effectiveness of the clinical experience. The DCE will have educational and administrative responsibilities. This position will be based at our campus located in Steubenville, OH.

The primary responsibility of a faculty member is the preparation, delivery, and evaluation of courses to satisfy the educational mission and goals of the College. All other responsibilities are viewed as supportive to this central function. Specific duties within direct and indirect responsibility areas will be assigned in relation to the expertise of the faculty member and College priorities.

The following description is intended to indicate different levels and types of direct and indirect duties that will be required of the full time faculty member. It should neither be construed as being all inclusive nor limit the dean's right to assign, direct, and control the work under his/her supervision. The description should not be held to exclude other professional duties of similar difficulty, level, or type.

***Salary Commensurate with the collective bargaining agreement**

Essential Responsibilities:

- Teach 21 contact hours /15 credit hours per week in classroom, laboratory and clinical and maintain 6 office hours. Or Teach 24 contact hours /18 credit hours per week in classroom, laboratory and clinical and maintain 3 office hours.
- Coordinate and schedule clinical rotations for students in assigned clinical courses
- Setup of the clinical affiliate orientations for students.
- Attend and participate in some of the clinical affiliate orientations for students.
- Communications with clinical affiliates on student rotations and as situations arise.
- Assist PD with any disciplinary situations.
- Assist PD in program textbook selection, equipment purchases, and instructional supplies.
- Assist PD with setup/revision of any new or existing clinical affiliates.

- Serve on college committees as requested by Dean.
- Serve on program advisory committee.
- Assist PD in review of program curriculum and NBRC exam matrix.
- Meet with PD to review and establish long term and short term program goals
- Have regular and consistent contact with students, clinical faculty, and clinical affiliates in all program locations.
- Develops appropriate grading policies and methods of student assessment to monitor and communicate academic progress.
- Provides full information to students regarding course syllabi, objectives, text, and materials required for the courses taught.
- Maintains accurate records of student attendance and academic progress.
- Recognizes individual differences in the classroom, and adapts instructional techniques accordingly.
- Assists students with academic difficulties including being available for consultation outside of class.
- Encourages and motivates students in a positive/professional manner to do their best.
- Refers students to appropriate staff, office or resource person for information, guidance, financial assistance, placement, etc.
- Enforces regulations in the school catalog and student handbook.
- Submits academic information such as course syllabi, final grade reports, grade changes, and mid-term deficiency grades on time to the appropriate person (registrar, dean, chairperson, etc.) utilizing the institution's reporting procedures.
- Attends scheduled faculty, department and committee meetings.
- Uses college equipment and property appropriately and have students do the same. Reports broken or damaged equipment to the college office immediately.
- Abides by all accrediting council, state, federal and institutional policies and procedures, rules and laws.
- Cooperate with part-time and full-time faculty, Program Directors, Deans, Vice President, Academic Affairs, and other college/department support staff in carrying out the instructional programs and the educational mission and goals of the college.
- May be required to teach online.

Education & Experience:

- The DCE of an associate degree program must have earned at least a baccalaureate degree from an academic institution accredited by a regional or national accrediting agency recognized by the U.S. Department of Education (USDE). The degree earned can be in any field of study.
- The DCE must hold a valid RRT credential and current state license. The DCE, upon hire, will need to obtain a license for the state of Ohio and Pennsylvania (possibly West Virginia).

- The DCE must have a minimum of four (4) years' experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care.
- The DCE must have a minimum of two (2) years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.

Skills & Abilities

- Ability to communicate in oral and written form.
- Possess enthusiasm, dependability, diplomacy and organizational integrity.
- Project a positive image of the college both on campus and in the community.
- Be willing and able to travel and represent the College at local, state and national professional educational organizations, businesses, community advisory committees and others as requested by the Dean.
- Excellent Leadership and customer services skills are important.

Resumes and the names, addresses and telephone numbers of at least three professional references should be sent to:

**Administrative Services
Eastern Gateway Community College
4000 Sunset Blvd.
Steubenville, OH 43952**

*Internal applicants should include an Employee ID number in their letter of intent.
Applications will be accepted until this position is filled.

Eastern Gateway Community College does not discriminate on the basis of race, color, religion, ancestry, national origin, sex, age, disability, veteran status, military status, gender identity or expression, genetic information, or sexual orientation. The College will promote equal opportunities to all employees, applicants for employment, students, and student applicants for admission to the College through a positive and continuing affirmative action program. Eastern Gateway Community College will fully comply with all federal, state, and local laws and regulations to guarantee equal opportunities. All contractors of this College will comply with existing federal and state regulations concerning equal employment opportunities and affirmative action. Eastern Gateway Community College is an equal opportunity institution.