

Job Title:	Director of Respiratory Care Program	Job Number:	ACAD-0015
Department:	Academic Affairs – Respiratory	Job Grade:	35M
Reports To:	Dean of Career & Technical Education and Workforce	FLSA Status:	Exempt

Job Purpose and Objectives:

Responsible for the overall administration of the Respiratory Care program at Labette Community College including curriculum development, maintenance of accreditation status and evaluation of the program and staff.

Supervisory/Management Responsibilities:

☒ Yes ☐ No This position is responsible for the supervision/leadership of employees, which includes making employment-related decisions and/or recommendations, and formally evaluating performance.

Supervisory/Management Competencies (applicable to all organizational employees in supervisory/management positions):

People Management: Clearly defines subordinate roles and responsibilities; motivates employees to perform and delegates work effectively; applies consistent performance standards and handles performance problems decisively and objectively; leads by example.

Operations Management – Directs and guides operations in alignment with organizational and departmental overall goals and objectives; ensures the execution of efficient processes to maximize organizational and departmental resources; utilizes operational knowledge to make sound decisions.

Strategic Leadership: Determines the strategic direction of the team or department in alignment with overall organizational goals; effectively communicates strategies internally and externally; creates a culture to support strategies and provides mechanisms to implement them; fosters buy-in and enthusiasm with employees.

Job Competencies: Essential Functions include the following. Duties and responsibilities, as required by business necessity may be added, deleted, or changed at any time at the discretion of management, formally or informally, either verbally or in writing. Schedule and shift assignments and work location may be changed at any time, as required by business necessity.

1. Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, directs work, counsels, disciplines and completes employee performance appraisals
2. Maintains program and student records, evaluates the program and students and other duties to maintain accreditation
3. Supervises clinical labs and performs the functions of an instructor as needed (maximum of ten credit hours in the fall, ten in the spring and five in the summer semester for a maximum of 25 credit hours per college year)
4. Ability to teach didactic, clinical, and laboratory courses within the program as assigned by the Dean of CTE & Workforce
5. Coordinates development, evaluation, and revision of the curricular design, course content and description, and program and course objectives
6. Develops, schedules, and supervises courses within the program
7. Displays strong communication, organization, interpersonal, problem-solving, and counseling skills
8. Ability to work with students with special needs based on the Americans with Disabilities Act (ADA)
9. Knowledge of legislative, regulatory, legal, and practice issues affecting clinical education, students, and the profession of respiratory care
10. Meets program director and faculty requirements as stated in the Accreditation Criteria for Respiratory Care Education Programs
11. Supervises the recruitment and selection process of students for the program and promotes the program within the region
12. Coordinates departmental advisement program including current and prospective students and advises students
13. Initiates, administers, assesses, and documents clinical education programs
14. Organizes and conducts the pinning ceremony
15. Develops and administers departmental budget and grant opportunities
16. Serves on institutional committees as assigned by the Dean of CTE and Workforce and Vice President of Academic Affairs
17. Schedules and coordinates advisory committee meetings and departmental meetings
18. Approves professional development for faculty and staff and develops strategic and technology plans
19. Coordinates external resource development and public relation activities
20. Occasional weekend and evening hours may be required
21. Enforces and maintains compliance with all federal, state and local laws and ordinances
22. Performs other duties as assigned or deemed necessary
23. Complies with all organizational and departmental policies and procedures

24. Operates all job-related equipment, machinery, tools and other aids as required or needed
25. Protects and maintains any confidential information you have access to, whether oral, written, or electronic
26. Travel may be required on occasion

Position Requirements and Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Requirements:

1. Bachelor's degree by an insitutional accrediting agency recognized by the U.S. Department of Education or ability to obtain Comission on Accreditation for Respiratory Care (CoARC) educational requirements wihtin 2 years
2. Four years of experience as a Registered Respiratory Therapist with at least two years in clinical respiratory care
3. Two years of experience teaching as an appointment faculty member in a CoARC-accredited respiratory care program or as a clinical instructor for students of such programs

Certifications / Licenses:

1. Valid Registered Respiratory Care (RRT) credential and current state license
2. Complete the CoARC Key Personnel Training Program
3. Active membership in state and national professional organizations
4. Valid drivers license

Skills/Knowledge/Abilities:

1. Knowledge of CoARC and essential accreditation requirements
2. Proficient in curriculum design and program administration
3. Knowledge on basic computer programs including MS office products
4. Knowledge of respiratory care with maintenance of continuing professional development
5. Excellent time management skills and ability to multi-task and prioritize work
6. Ability to fulfill all duties with minimal supervision and to work independently
7. Assess situations rapidly and make logical decisions in a timely manner
8. Analyze facts and exercise sound judgment
9. Ability to effectively manage projects and multiple priorities simultaneously
10. Strong written and verbal communication skills
11. Problem solving and critical thinking skills
12. Strong math, spelling, computer, and calculator abilities
13. Ability to communicate in a professional, calm and courteous manner with the general public and employees
14. Attention to detail

Work Environment and Physical Demands: The work environment characteristics and physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- Must be able to perform the essential functions of the job, with or without accommodation.
- Must be able to work in a multi-tasked, high-volume environment.
- Daily attendance is required, schedules may fluctuate to accommodate needs, deadlines and delivery of services. Attendance is required at position and college meetings and trainings, some of which may be out of the primary work area.
- Frequent periods of sitting, standing, walking, and carrying items will be required.
- Average use of computer, phones, and other position related technology required per position.
- Office located on ____1st_____ floor of building. Office with ____2_____ # windows.

Confidential and/or sensitive information, if any, is accessible by an employee to perform the duties of the job:

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| ☒ Employee Information | ☒ Managerial Information |
| ☒ Organizational Information | ☒ Professional Information |
| ☒ Customer / Contact Information | ☐ Other: |

Personal contacts an employee makes with others (face-to-face and telephone) to perform the duties of the job:

- ☒ Within the immediate organization, department, office, project, or work unit, and in related or support units; and/or with members of the public in very highly structured situations

- ☒ With employees in the same organization, but outside the immediate department or division and/or with members of the public, as individuals or groups, in a moderately structured setting
- ☒ With individuals or groups from outside the organization in a moderately unstructured setting. The contacts are not established on a routine basis; the purpose and extent of each contact is different
- ☐ With high-ranking officials from outside the organization at national or international levels in highly unstructured settings

Acknowledgement:

This job description was reviewed with me and I understand that nothing in this job description restricts The Organization's right to assign, reassign or eliminate duties and responsibilities to this job at any time This job description reflects The Organization's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions This job description is not intended as a contract of employment, nor to be construed as a guarantee of employment for any specific period of time or any specific type of work I agree and acknowledge that my employment is "at will" and can be terminated, with or without cause or notice, at any time by The Organization or myself

Employee Name (Print)	Signature	Date
Supervisor / Department Director (Print)	Signature	Date

Revision History			
Revision #	Revision Author	Date	Description of Revision(s)
00	Hayley Howe - TAG	06/01/2024	Formatted and finalized from previous JD and job analysis questionnaire/process
01	Haley walker	07/21/26	Added drivers license requirement
02			
03			