

Respiratory Therapist Program Director (Full-Time, Tenure Track Faculty Position)

Posting Details

Position Description

Ideal Candidate Statement

Ohlone College seeks to employ faculty members who have a passion for teaching and learning and a strong commitment to the missions and ideals of the community college. We are looking for excellent teachers who are student-oriented in their approach and dedicated to student success. An ideal candidate will be skilled in generating student engagement in learning. Innovative teaching strategies are encouraged at Ohlone, including collaborative learning and the active use of technology. Continuous professional development is highly valued. We are looking for faculty with enthusiastic interest in curriculum and instructional improvement through ongoing critical thinking about student learning outcomes in courses and programs.

The ideal Ohlone faculty member will have strong leadership skills and an interest in active participation in college-wide activities. Excellent communication skills with students, staff and faculty peers are essential. We are looking for faculty who are flexible in their work and adaptable to change. Ohlone prides itself as a Learning College with the motto "A World of Cultures United in Learning" and we are looking for faculty who embrace diversity in serving students of varied backgrounds and learning styles. The College is committed to environmental sustainability and looks to all employees to support this important goal.

Position

Under the oversight of the Dean of Health Sciences and the Vice President of Academic Affairs, the Director of the Respiratory Therapist Program at Ohlone College plans and supervises all aspects of the Associate of Science Degree in Respiratory Care while maintaining the academic responsibility to review, develop, and manage all Respiratory Therapist courses in accordance with the Collective Bargaining Agreement (CBA). Additional responsibilities include, but are not limited to the development, evaluation, and implementation of the Respiratory Care curriculum, oversight of Program finances, Academic Program Review, and Program accreditation, review and administration of pertinent policies and procedures, and assessment of personnel performance metrics as needed.

The position serves as the academic manager responsible for leadership, planning, developing, organizing, day-to-day management, and evaluating the Associate Degree Respiratory Care. Public contact is extensive and includes students, faculty, staff, other educational institutions, community and business representatives, governmental agencies and the general public, for the purpose of exchanging program information and services. A high degree of independent judgment and creativity are required to adequately represent the college, the Respiratory Therapist Program, and to design program components and services and ensure their effectiveness.

The instructor may be expected to work in a classroom, lab, and clinical settings incorporating computer activities, as well as one with a traditional instructional format. Participation as a full-time faculty member in department, division and campus-wide activities is required with the expectation to engage in face-to-face interaction with colleagues and students at a minimum of four (4) days per week. The instructor may be required to have part of his/her teaching assignment in the evening and/or weekends and teach courses at the Fremont and/or Newark campuses, online via the eCampus and/or an off-campus location.

Desirable Qualifications

1. A minimum of four years of experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
2. Possession of a Master's degree or above from an accredited college or university or the equivalent.
3. Ability to speak a second language is desirable but not required.

Duties and Responsibilities

The Director of the Respiratory Therapist Program serves as a liaison between all components of the Ohlone Respiratory Care program, the local and regional health care community, and all professional agencies involved with program approval and accreditation. The Director must ensure compliance with all laws, regulations, and policies through effective program leadership and management. The position requires the individual be able to elicit and bring focus to recommendations from State agencies, hospital consortiums and clinic personnel, students, faculty, staff, and administrators. Positional requirements included organizational skills that enable the performance of duties in a timely manner and with attention to detail. The duties below are representative of the duties of the classification and are not intended to cover all of the duties performed by the incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related, or a logical assignment to this classification.

1. Teach assigned courses in the Respiratory Therapist Program, and employ learner-centered instructional methods that emphasize group cooperation and collaboration and that reflect cultural sensitivity and interdisciplinary approaches to subject matter.
2. Teach Respiratory Therapy courses in the domain of the educational background and clinical expertise of the individual in accordance with post-secondary level established course outlines.
3. Develop and act as a Faculty Advisor for campus wide "Civic Engagement Club or Association."
4. Evaluate student work using clear criteria relevant to the course content and student learning outcomes and provide feedback to students in a timely manner.
5. Assist students with their assignments by holding required office hours and attend department/division meetings.
6. Develop and implement a variety of effective teaching and assessment methods that reflect best-practices of the professional and include the use of computers and information technology to engage student interest and support for a variety of learning styles.
7. Develop effective online course materials, and build online learning communities that meet accessible online course requirements and Title 5 §55211 Effective Contact Policy requirements.
8. Participate in the leadership of discipline specific learning communities.
9. Maintain and submit accurate records according to published deadlines (i.e., grades, syllabi, attendance reports).
10. Participate in the development, implementation, evaluation, and revision of curriculum in conjunction with program faculty, as well as assess student learning outcomes at the course and program levels.
11. Continue in related professional career development throughout employment and remain current in the field through course work, conferences, workshops and other appropriate means.
12. Carry out collegial responsibilities including, but not limited to, institutional committee assignments, student recruitment, selection, and retention, and participation in shared governance and campus life activities.
13. Communicate and work cooperatively with colleagues (within discipline and college-wide) on matters regarding course offerings, programs, and activities that would enhance the development of the department and college.
14. Perform duties described in Board policy, the Faculty Handbook, the UFO (faculty bargaining unit) Contract, and as assigned at the Fremont and Newark campuses, and/or other designated locations.
15. Conveying a compelling vision of the program future that motivates and inspires team members
16. Promoting excellence and innovation in the capacity of a role model.
17. Planning and coordinating effective use of faculty, staff, facilities, and resources to achieve program goals.
18. Identifying, recruiting, hiring, orienting, and developing new and existing faculty members

19. Establishing and maintaining cooperative working relationships with those contacted in the course of work.
20. Demonstrate respect and promote diversity across a wide spectrum of individuals.
21. Resolving potentially confrontational situations in a calm and rational manner respectful of all parties.
22. Developing agendas and conducting productive meeting of faculty members and support staff.
23. Analyzing administrative problems and challenges and developing cost-effective solutions in a timely manner
24. Assures compliance with the rules and regulations of the Commission on Accreditation for Respiratory Care (CoARC) and the Respiratory Care Board of California (RCB)
25. Serves as a liaison between the college and community agencies in the planning and coordinating of clinical facilities
26. Coordinates the ongoing process of assessment and evaluation for continuous program improvement
27. Compiling and preparing clear, concise, and comprehensive academic and financial reports
28. Maintaining accurate and detailed academic performance records with confidentiality as required
29. Advising prospective and current students with questions and possible educational difficulties
30. Participating in shared governance and committee service at an academic institution
31. Performs other duties as assigned.

KNOWLEDGE SKILLS AND ABILITIES:

1. Demonstrated ability to communicate effectively, both orally and in writing, with administrators, faculty, staff, students, and the community-at-large.
2. Demonstrated ability to collaborate with diverse teams to effectively reach project goals and outcomes.
3. Knowledge and experience with respiratory care education policies, partnerships, and procedures.
4. Active involvement in professional association(s) related to respiratory care.
5. Understanding of and commitment to the role and purpose of the community college.
6. Experience in integration of andragogy that emphasizes cooperation and collaboration, and engage students actively in learning, encouraging them to become independent adult-learners, creative learners with higher- order thinking skills.
7. Familiarity with instructional technology and media to enhance teaching and student learning.
8. Experience in directing the work of others and in providing positive problem solving skills
9. Demonstrated skills in leadership and coordination of programs service.
10. Skill in communicating respectfully, sensitively and effectively with people who are diverse in their academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds.

Minimum Qualifications

1. The Program Director 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) – Commission on Accreditation for Respiratory Care #2.04.
2. Possess or qualify for a valid, active California Respiratory Care License AND Registered Respiratory Therapist with the National Board for Respiratory Care for a minimum of four years AND a minimum of two years of experience in clinical respiratory care AND a minimum of two years' experience teaching in an accredited respiratory care program either as an appointed faculty member or as a clinical preceptor.
3. Commitment to community college goals/objectives of providing quality programs and services for culturally, socio-economically, ethnically, and academically diverse students and students with disabilities; personal qualities to work effectively and with sensitivity in a multicultural environment; awareness of and commitment to the needs of non-traditional and/or re-entry students with diverse abilities and interests.

Other Information

Please note that initial interviews for this position is tentatively scheduled to be held near or around November 18th and/or 19th, 2018.

Physical Characteristics

Starting Salary Range \$63,053 - \$96,6488

Posting Detail Information

Posting Number

Number of Vacancies 1

Desired Start Date

Position End Date (if temporary)

Open Date 10/04/2018

Close Date 11/09/2018

Open Until Filled No

Equivalency

If you do not meet minimum qualifications as stated, a completed equivalency form with all related documents must accompany the application. Candidates needing equivalency who do not submit a completed equivalency form and related documents will not be considered for the position.

Foreign Transcripts

Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

*FOREIGN DEGREES: If you have a degree from a college or university outside the United States you must have your coursework evaluated by the World Education Services, Inc. (<https://www.wes.org>). A copy (original will be required at the time of hire) of the professional evaluation letter must be submitted with the application packet.

Benefits Statement

Ohlone College is proud to rank top 3 in salary and benefits, for full time faculty, amongst the Bay 10 Community College in the Bay Area. The district participates in a group health plan and offers a variety of medical plans. Dental is offered through Delta Dental, Vision offered through Vision Service Plan (VSP), and Life insurance through UNUM.

Medical*: Enrollment in medical coverage through the district is optional. For those faculty that choose to enroll in one of the offered medical plans, the district currently provides an allowance of \$1,200 per month to offset the cost of the medical benefits premium.

Dental, Vision and Life Insurances: The district provides for and fully pays the premiums for you and your family for dental and vision, and for the employee only premium for life insurance. Enrollment in Dental, Vision and Life insurances are mandatory.

Long-term Disability (LTD) and Employee Assistance Program (EAP): The district provides for and fully pays the premiums for long-term disability for you and EAP for you and your family.

Other employee paid benefits (optional): voluntary additional life insurance; IRC Section 125 Flexible Medical and Dependent Care spending plans; 403(B) and 457(b) Tax Shelter Annuity plans; 403(b) Roth IRA plan.

Retirement: Membership in the State Teachers' Retirement System (STRS) or the Public Employees' Retirement System (PERS). Candidates hired on or after January 1, 2013 are subject to restrictions imposed by PEPRA.

Sick Leave: One day per month, accumulating indefinitely, if unused. All other Education Code leave benefits apply.

Sabbatical Leave: After 6 consecutive years of employment with the district you will be eligible for sabbatical leave. You will receive 100% pay for one semester leave and 70% for an academic year.

Enrollment Fee Waiver: Employees and their qualified dependents receive enrollment fee waiver for courses taken at Ohlone College.

Certificated employees belong to the United Faculty of Ohlone (UFO) and are required to pay union dues

Immigration Reform & Control Act of 1986 Applicants selected for positions will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986."

District Statement

A multi-campus single community college district, Ohlone College is located in the southern portion of the San Francisco Bay in California; serving 12,000 students per year. The District has a main campus in the City of Fremont and a newly constructed campus in the City of Newark. Ohlone College is an ethnically diverse institution that promotes innovation and continuous improvement in departments and divisions. The College is named for the native population living in the area when Mission San Jose was founded. The Fremont campus is located just south of the historic Mission. The Newark Campus is located near Interstate 880 and emphasizes programs in health, environment, and technology.

EEO Statement

The District is strongly committed to the principles of equal opportunity and to hiring qualified staff who reflect the diversity of our community. The District encourages a diverse pool of applicants and does not discriminate on the basis of sex, race, religious creed, color, national origin, ancestry, age (40 or over), medical condition, genetic information, marital status, sexual orientation, gender, gender identity, gender expression, disability, military and veteran status, pregnancy/childbirth/breastfeeding or related medical condition or any other protected basis in any of its policies, practices, or procedures. The college encourages applications from all qualified applicants.

If you have a disability and are in need of special services, equipment, or facilities in order to apply or interview for this opening, please call the Human Resources office at: (510) 659-6088.

Conditions of Employment

Offers of employment are contingent upon Governing Board approval. Employment with Ohlone Community College is not complete or official until applicants meet all pre-employment requirements. All new employees are required to submit official transcripts and proof of freedom from tuberculosis. In addition you will be required to provide identification and employment eligibility as outlined in the federal "Immigration Reform & Control Act of 1986." Pre-employment tests and/or medical examinations may be required. Ohlone Community College does not sponsor H1B visas. Employees must sign the Oath or Affirmation of Allegiance and submit fingerprints for CA Department of Justice clearance.

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * DIVERSITY QUESTION: Please respond to the following in writing and submit with your application packet: Ohlone College comprises a very diverse student, faculty and staff population, and we believe diversity should be reflected in the curricula for all courses. How you would incorporate the topics of race, socio-economic status, and multiculturalism in working with community college students? Your response should not exceed two pages.

(Open Ended Question)

2. * How did you hear about this employment opportunity?
 - o Public Job Posting

- Internal Job Posting
 - Agency Referral
 - Advertisement/Publication
 - Personal Referral
 - Website
 - Other
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Applicant Documents

Required Documents

1. Current Resume
2. A cover letter addressing the listed desirable qualifications, personal and professional qualities.
3. Summary of courses taught.
4. A course syllabus and a sample test or assignment from a course that you are teaching or have recently taught.
5. A statement of teaching philosophy.
6. A one page essay about innovative teaching techniques you have used.
7. Bachelor's Degree Transcript - official or unofficial
8. List of professional references including name, position, organization, phone number, email and their relationship to you.
Please do not submit letters of references at this time.

Optional Documents

1. Equivalency Portfolio
2. Licenses/Certificates/Credentials
3. Foreign Degree Evaluation
4. Master's Degree Transcript - official or unofficial
5. Additional Transcript(s) - official or unofficial
6. Doctorate Degree Transcript - official or unofficial