

## **ECHOCARDIOGRAPHY PROGRAM DIRECTOR POSITION SUMMARY:**

The Echocardiography Program Director is responsible for developing, maintaining, and delivering education services to students including program leadership and oversight of the didactic and clinical portion of the program. The Program Director must assure achievement of the program's goals and outcomes, and is responsible for all aspects of the program, including the organization, administration, continuous review, planning, development and general effectiveness of the program. The Program Director must provide supervision, administration and coordination of the instructional staff in the academic and clinical phases of the educational program.

Under the guidance of the DMS Program Director, the Echocardiography Program Director in the cardiovascular track assumes responsibility for the entire Cardiovascular Sonography program.

## **ECHOCARDIOGRAPHY PROGRAM DIRECTOR JOB FUNCTIONS:**

- Oversees the design, development, revision, and assessment of Cardiovascular Sonography curricula, including course objectives, instructional methods, learning outcomes, projects, course delivery and assessment measures.
- Ensures continued compliance with Federal, State, and accreditation agencies
- Works with the DMS Program Director in hiring and training adjunct faculty
- Works with the Cardiovascular Clinical Coordinator in recommending the purchasing of supplies and equipment and assisting with the coordination of externship sites, including student placement and performance assessment
- Prepares and/or screens all course materials and syllabi
- Reviews curriculum and textbooks with instructors, advisory board and other stakeholders
- May teach any of the courses within the cardiovascular curriculum
- Leads the Cardiovascular Sonography advisory board meetings and develops community contacts that can assist with job placement, externship site set-up, community involvement, and/or student orientation
- Assists in the development of guidelines for clinical sites and ensures continued effectiveness of clinical education sites.
  
- Assists in defining criteria, establishing procedures and related materials for clinical competencies
- Routinely reviews each student's clinical performance to assure progress toward attainment of required clinical competencies
- Reviews student evaluations of instructors and programs, externship evaluations, externship site surveys, employer surveys, and graduate surveys
- Actively engages in retention activities, including documented communication with both students and administration regarding attendance and progress
- Ensures clinical education program compliance
- Identifies and resolves problems in a timely manner
- Works with approved budget
- Participates in all activities related to the Diagnostic Medical Sonography department
- Additional responsibilities may be assigned

## **Minimum Entry Qualifications:**

- BS degree
- Graduation from a program in the field of instruction, accredited by an agency recognized by the U.S. Secretary of Education, the Council for Higher Education Accreditation, or an otherwise recognized training entity (e.g., hospital-based program) in the specialty field of instruction
- RDCS (Adult and Pediatric) or RCS (Adult and Pediatrics) credential
- RVT or RVS or eligible
- Two years of formal teaching experience in an accredited cardiovascular program
- A minimum of ten years of combined clinical experience in echocardiography and/or vascular
- Ability to teach any of the courses within the cardiovascular curriculum
- Ability to instruct students on the use of equipment used in the sonography discipline
- Thorough knowledge of the rules and regulations as associated with courses taught in the respective discipline
- Excellent communication, interpersonal and organizational skills
- Ability to work collegially and collaboratively with other faculty

## **Desired:**

- A master's or doctoral (MD or PhD) degree. If hired without at least a master's degree, the master's must be earned within four years
- Experience in curriculum design, development, program administration, evaluation, instruction and advising; RDCS in fetal echo

## **BENEFITS AND COMPENSATION:**

CBD College offers excellent benefits and highly competitive compensation.

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.