

POSITION **SURGICAL TECHNOLOGY INSTRUCTOR/PROGRAM DIRECTOR**
APPLY BY Posted until filled – Applications reviewed upon submission
HIRE DATE January 1, 2022

DIVISION Health Occupations
REPORTS TO Executive Dean of Health Occupations
CLASSIFICATION Exempt
POSTING DATE November 05, 2021

SUMMARY

As program director, this position is responsible for all aspects of the Surgical Technology program, including the program budget, participating in program faculty hiring decisions, maintaining program accreditation, developing program curriculum, and facilitating student assessment and program evaluation to determine effectiveness of instruction. Course delivery may include both face-to-face and online modalities. This full-time position includes a minimum of 190 workdays annually between July 1 and June 30.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Responsible for all aspects of the Surgical Technology program, including the organization, administration, continuous improvement, planning, development, and general effectiveness of the program and the program budget.
- Reports to the Executive Dean of Health Occupations and works collaboratively with program, division, and College personnel.
- Participates in faculty hiring decisions and facilitates faculty meetings per institutional requirements.
- Administers and leads Program Advisory Committee meetings.
- Maintains Surgical Technology program accreditation includes compiling of accreditation reports. Develops and maintains a productive relationship with program accreditors.
- Facilitates a program of student assessment and program evaluation to determine effectiveness of instruction and student achievement. Remains current with developments in the scholarship of teaching. Uses the latest supportive instructional technology and alternative delivery methods
- Maintains knowledge of current industry trends by attending conferences, joining professional organizations, and performing related tasks. Gains and maintains required professional certifications, including requirements related to applicable State statutes, Wisconsin Technical College System (WTCS), Faculty Quality Assurance System, (FQAS) and Higher Learning Commission (HLC) standard, and professional requirements for program and college accreditation, all within the designated timeframes.
- Teaches and educates students in accordance with needs, abilities, and identified potential, which includes: developing lesson plans and curriculum; developing learning plan materials; monitoring student progress to ensure academic success; assigning student grades; and teaching assigned subject(s).
- Designs and maintains curriculum in the Worldwide Instructional Design System (WIDS) and in the Learning Management System at both the program and course levels. Prepares for assigned classes, including: develops course syllabi in WIDS; organizes and maintains classroom(s) to facilitate learning; works with area healthcare organizations to deliver instruction at those sites; maintains and updates existing course curriculum to meet required accreditation standards.
- Performs institutional requirements, including: participating in events and meetings as required; orienting new instructors; and planning events to assist in advertising the College.
- Performs compliance activities such as: creating and entering TSA data, participating in Program Review/ Instructional Vitality Days/Team Action Plans, supporting activities to maintain HLC Compliance, and attending WTCS meetings.

- Assures faculty, including the clinical coordinator, General Education faculty members, and agency preceptors are included in ongoing program planning and evaluation, per accreditation standards.
- Encourages student inclusion and engagement by incorporating student correspondence, student assistance/remediation with coursework, and student involvement in course and program planning. Mediates student grievances/complaints at program level.
- Works collaboratively with internal and external partners to recruit students. Markets the Surgical Technologist program, and participates in planning for expansion of the student pool.
- Develops and maintains relationships with district healthcare organizational leaders. Develops and maintains relationships with other WTCS program directors. Works collaboratively with these are other external entities to promote student recruitment, retention, and job placement.
- Performs other related duties and non-instructional activities as assigned.

TRAINING AND EXPERIENCE

- Bachelor's degree in a related field, with a minimum of 5 years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past ten years. 2,000 hours of this experience must have occurred in the previous 5 years.
- Proficiency in instructional methodology, curriculum design, and program planning.
- Possess a credential in the field of Surgical Technology through a national certification program that is accredited by the National Commission on Certifying Agencies (NCCA) – Certified Surgical Technologist (CST) or Certified Surgical Technologist/Certified Surgical First Assistant (CST/CSFA) is required
- Two years of teaching experience in a higher education environment preferred.
- Complies with Wisconsin Caregivers Background Check requirements
- Maintains a valid driver's license

KNOWLEDGE

- Currency in the surgical technology field;
- Proficiency with technological resources;
- Currency with budgeting principles;
- Currency with teaching methods and principles;
- Curriculum development and maintenance skills
- Knowledgeable of applicable laws, rules, and regulations.

SKILLS

- Curriculum development and instruction
- Student assessment
- Classroom management
- Mastery in surgical technology field
- Effective communication and interpersonal skills as applied to interaction with coworkers, supervisor, the general public, and others sufficient to exchange or convey information.

PHYSICAL REQUIREMENTS

Position typically requires: reaching, standing, walking, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Walking and standing are required only occasionally.

Clinical instruction may involve - Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobsatswtc.

For questions regarding the application process please email Human Resources at humanresources@swtc.edu or **608.822.2314**.

SALARY BAND: Bachelors: \$48,898 - \$77,750
Masters: \$53,969 - \$85,811

BENEFITS/SERVICES

Our comprehensive benefit package includes the following and much more:

- Health Insurance
- Dental Insurance
- Life Insurance
- Long-Term Disability
- Health Savings Account
- Health Club Access
- Wisconsin Retirement System Contribution
- On-campus day care (hourly rate charge)

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer will be subject to completion of a criminal background check and pre-employment drug screening.

PLEASE NOTE: All candidates selected for an interview will prepare a 10-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, age, gender identity, religion or sexual orientation in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809