

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM DEVELOPER OTTAWA CAMPUS

Reports to: Title III Project Director
Classification: Full-time, 12-month Employee
Pay Status: Academic Administrator, Exempt
Fringe Benefits per Board Policy
Salary: \$70,000
Revised June 2022

Purpose of Position: The Diagnostic Medical Sonography Program Developer (DMSPD) reports to the Title III Project Director and is responsible for developing, piloting, and institutionalizing all aspects of the Diagnostic Medical Sonography Program including developing, evaluating, and modifying the curriculum. The DMSPD is responsible for instructing courses in the program and hiring and supervising adjunct instructors if adjunct instructors are required.

Essential Functions

Provide premiere quality service to all constituencies of the College.
Engage in continuous quality improvement and professional development.

1. Program/Curriculum Development and Instruction

- a. Develop curriculum for the diagnostic medical sonography program.
- b. Work with Title III Director to ensure the program is approved institutionally and by the Kansas Board of Regents.
- c. Lead pilot course offerings.
- d. Conduct yearly diagnostic medical sonography curriculum evaluation and reporting to the Diagnostic Medical Sonography Advisory Board.
- e. Modify and update curriculum and textbook requirements as needed.
- f. Review and update equipment/supply needs for the diagnostic medical sonography classroom/lab.
- g. Conduct program and course assessment following established institutional procedures.
- h. Conduct student review and evaluation through required institutional procedures.
- i. Pilot, test, and evaluate courses.
- j. Develop diagnostic medical sonography classroom and lab in Ottawa.
- k. Offer diagnostic medical sonography in Ottawa.

2. Student Advising/Evaluation

- a. Coordinate with Career Pathways Coordinator, NCCC admissions staff, and the NCCC CTE recruiter to provide program information required for an institutional recruitment strategy.
- b. Maintain student orientation/advising materials.
- c. Assist students in advisement and registration activities.
- d. Track and monitor student progress in the program.

3. Program Management

- a. Make recommendations in hiring and evaluation of faculty within the program.

- b. Manage the diagnostic medical sonography budget within the framework of the department.
- c. Collaborate with Diagnostic Medical Sonography Advisory Board and hold two meetings per year.
- d. Establish and maintain fieldwork site agreements.
- e. Establish and maintain approval requirements in accordance with the American Registry for Diagnostic Medical Sonography.
- f. Supervise and establish program articulation agreements with other higher educational institutions.

4. Other Duties

- a. Participate in departmental and college planning through committee assignments and meetings.
- b. Assist the Title III Director in reporting and projects as assigned.

Required Knowledge, Skills and Abilities

1. Working experience as a sonographer.
2. High degree of ethical standards, including confidentiality, adherence to general rules of safety, procedures, and fair labor standards.
3. Exceptional ability to organize and coordinate projects.
4. Excellent interpersonal skills.
5. Ability to work effectively with diverse populations.
6. Attention to detail.
7. Knowledge of American Registry for Diagnostic Medical Sonography standards.
8. Ability to communicate effectively, both orally and in writing.
9. Excellent computer skills.
10. Ability to gather data, compile information and prepare reports.
11. Ability to plan and evaluate programs.
12. Ability to appropriately exercise independent initiative and judgment.
13. Willingness and ability to work as a member of a team.
14. Ability to work independently.

Education and Experience

1. *Required* – Registered Diagnostic Medical Sonographer
2. *Required* – At least three years of work as a sonographer
3. *Required* – Bachelors degree
4. Experience in higher education curriculum development/instruction, preferred.
5. Valid driver's license, required.

Working Conditions

1. Work is normally performed in a typical interior/office work environment.
2. Some travel and evening hours are required.
3. Limited physical effort required.

Application

Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and NCCC employment application to: Human Resources Director, Diagnostic Medical Sonography

Program Developer, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at <http://www.neosho.edu/careers.aspx>.

NCCC is an EOE/AA employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>