



Program Director, Health Information Technology Job Description

Job Title: Program Director, Health Information Technology
Job Class: Instructional
Department: Health & Sciences
Reports To: Dean of Health & Sciences
FLSA Status: Exempt
Compease: Grade 13
Approved By: Vice President of Academic Affairs
Approved Date: 09/14/20

I. Position Purpose

The Program Director will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The Program Director will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; and advise and support students. The Program Director will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE ORGANIZATION & ADMINISTRATION: The Program Director is responsible for all aspects of the program, both administrative and educational. Administrative aspects include: organization, administration, fiscal planning, continuous review and analysis, planning and development, and the general effectiveness of the program. Educational responsibilities include: teaching, curriculum development, review, etc. The program Director provides leadership and conducts necessary administrative functions for the development and effective operation of the Health Information Technology program in accordance with the rules and regulations of Washington State Community College and appropriate governing bodies.

PROVIDE INSTRUCTION: The Program Director will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; utilize new technology and the WSCC learning management system in all classes. A Program Director will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: The Program Director will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. The Program Director will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. The Program Director will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.



ENGAGE IN ADVISING & STUDENT SUPPORT: The Program Director will engage students' in the advising process, meet with advisees face-to-face as often as needed, use institutional tools to create student plans, and maintain documentation for each advisee. The Program Director will maintain required office hours compatible with student schedules, direct students to appropriate college resources, and evaluate graduation progress and completion.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: The Program Director will work to advance the College's mission and vision, abide by the College's values by following policies and procedures, and promote a positive working relationship across divisions. The Program Director will participate in committees and institutional activities, participate in program recruitment, support workforce development, and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: The Program Director will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONALISM AND QUALITY CUSTOMER SERVICE: The Program Director will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems; maintain confidentiality, positive communication, accurate records, and an organized, safe working environment; exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Bachelor's degree required from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation.
- Must be certified as a Registered Health Information Technician (RHIT) or a Registered Health Information Administrator (RHIA).
- Minimum of five years (or equivalent) of full-time, post certification experience.
- Evidence of professional development in the field of concentration.

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).