

<b>Job Title</b>	Department Head and Instructor, Health Information Management Technology Program – Pending SACSCOC Approval
<b>Department</b>	Allied Health Sciences and Nursing
<b>Reports To</b>	Dean, Allied Health Sciences and Nursing

### Employment Terms

Full-Time Salaried
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### Qualifications

<b>Education</b>	A minimum of a Master’s Degree in Health Information Management Technology or a related field.
<b>Professional</b>	Certified as a Registered Health Information Technician (RHIT) or Registered Health Information Administrator (RHIA).
<b>Experience</b>	A minimum of three years of paid experience in health information management technology or a related field.
<b>Desirable Knowledge, Skills, and Abilities</b>	Understanding of the mission and philosophy of technical education. Effective oral and written communication skills. Competent computer skills and the ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint). The ability to implement technology into instruction.

### Administrative Responsibilities

<ol style="list-style-type: none"> <li>1. Provides academic leadership for the program.</li> <li>2. Coordinates development, implementation, and evaluation of the program curriculum.</li> <li>3. Monitors alignment of the curriculum with the Technical College System of Georgia (TCSG) standards.</li> <li>4. Collaborates with admissions staff to ensure the admittance of qualified students.</li> <li>5. Oversees and participates in the screening of applicants and interviewing of students for the program.</li> <li>6. Monitors student enrollment, retention, and placement data.</li> <li>7. Coordinates program accreditation through the Commission on Accreditation for Health Informatics and Information Management Education (CAHIM).</li> <li>8. Prepares annual program budget, institutional effectiveness plan, and Performance Accountability System (PAS) reports.</li> <li>9. Coordinates Performance Accountability Review (PAR) reviews for the program.</li> <li>10. Participates in the selection and orientation of new program faculty.</li> <li>11. Coordinates program advisory committee meetings and attends at least two meetings annually.</li> <li>12. Directs departmental operations (i.e. preparation of term schedules, inventory of instructional property, equipment, and materials).</li> <li>13. Reviews instructors’ course guidebooks to ensure compliance with the College and TCSG guidelines.</li> <li>14. Demonstrates knowledge of current trends in health information management technology education and practice.</li> <li>15. Maintains necessary program documents.</li> <li>16. Participates in recruitment activities for the College and program.</li> <li>17. Conducts monthly departmental meetings and maintains minutes and agenda.</li> <li>18. Performs an annual review and written evaluation of practicum sites.</li> </ol>
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19. Completes program faculty annual performance evaluation.
20. Maintains open communication with program faculty and the Dean of Allied Health Sciences and Nursing to promote program effectiveness.
21. Communicates faculty and students' concerns to the Dean of Allied Health Sciences and Nursing within a timely manner.

### **Instructional and Professional Responsibilities**

1. Teaches courses in the program based on schedule needs and content expertise.
2. Develops and updates instructor guidebooks for each assigned course, which contain course outlines, lesson plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.
3. Develops and updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
4. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
5. Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.
6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.
7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
8. Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional associations on the local and state levels.
9. Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
10. Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology; and/or professional needs.
11. Completes all staff development plan requirements each year and enters staff development activity reports into Compliance Assist promptly.
12. Maintains credentials, licensure, and certifications required for teaching and for the profession.
13. Engages in clinical practice activities on an ongoing basis.
14. Demonstrates effective written and oral communication skills.
15. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
16. Demonstrates respect for students as individuals.
17. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.

18. Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
19. Counsels students with grades and attendance problems and refers students to the counseling center if needed.
20. Accesses student information from school wide student data systems for advisement and registration purposes.
21. Demonstrates effectiveness in instruction as evidenced by analysis of student performance on written and performance assessments and corrective actions taken to improve instructional delivery and student learning outcomes.
22. Maintains a copy of up-to-date program and course standards to use as reference in curriculum development and revision.
23. Mentors new faculty members.
24. Provides input into College governance through the division's Faculty Advisory (FAC) representatives.
25. Participates in graduation exercises, open house, and other College activities.
26. Performs other duties as assigned by the Dean of Allied Health Sciences and Nursing.

**APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to [srouse@augustatech.edu](mailto:srouse@augustatech.edu).

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required

**CONTACT**

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and work experience.*

Equal Opportunity Institution