

**EAST VALLEY INSTITUTE OF TECHNOLOGY  
JOB DESCRIPTION**

**JOB TITLE:** Surgical Technology Program Director

**DIVISION:** Adult Education      **STATUS:** Full-Time/Exempt

**DEPARTMENT:** HEALTH              **TERM:** 12 Months

**GENERAL PURPOSE:** Under general supervision of the Team Leader, the Surgical Tech Director will perform a variety of routine duties, as needed, to assist instructors in educating students from different backgrounds, ethnicity, nationalities, genders, ages, religions, or disabilities in the classroom and in the lab, using a variety of teaching methods, and also may assist in teaching surgical tech students.

**SUPERVISION RECEIVED:** The Surgical Tech Director will be under the direct supervision of the Director of Adult Education

**SUPERVISION EXERCISED:** The Surgical Tech Director/Teacher will supervise full-time didactic instructors and adjunct clinical instructors.

**ESSENTIAL DUTIES:**

- ◆ Reports directly to the Director of Adult Education at EVIT
- ◆ Facilitates and coordinates activities related to academic policies, personnel policies, curriculum resources, facility services, and program evaluation
- ◆ Administers a budget
- ◆ Recommends candidates for faculty appointment, retention, and promotion
- ◆ Ensures that faculty is evaluated at least yearly in the instructors' area of expertise.
- ◆ Maintains, enforces, and evaluates written policies and procedures to insure that all students who participate in clinical practice settings are physically and mentally able to perform in the clinical setting.
- ◆ Supervise/develops all aspects of the program, including the organization, administration, continuous review, planning development, and general effectiveness of the program.
- ◆ Responsible for program review, self-study and submittal of all accrediting body annual reports, including ARC/STSA and COE.
- ◆ Pursues ongoing formal training designed to maintain and upgrade his/her professional, instructional, and administrative capabilities. Encouraged to pursue advanced academic degrees.

### **MINIMUM QUALIFICATIONS:**

- ◆ Credentials must be in the field of Surgical Technology and through a national credentialing organization that is accredited by the National Commission on Certifying Agencies (NCCA). Must have CST Certificate
- ◆ Have minimum total of 5 years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, with the past ten years.
- ◆ Possess an Associate Degree or greater.
- ◆ Possess proficiency in instructional methodology, curriculum design and program planning.

### **SKILLS, KNOWLEDGE, AND ABILITIES:**

- ◆ Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- ◆ Possesses good organizational skills; knowledge of record keeping procedures, including the ability to collect and organize data and information.
- ◆ Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- ◆ Ability to establish and maintain appropriate level of authority as well as creating an atmosphere of support and confidence for students.
- ◆ Possesses effective written and verbal communication skills
- ◆ Ability to develop effective working relationships with supervisors, co-workers, and students and the general public
- ◆ Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- ◆ Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- ◆ Must be tactful, have good interpersonal skills and sound judgment

### **WORKING CONDITIONS:**

- ◆ The employee hired for this position will work a basic 40-hour workweek. Hours may vary. Typically hours are 7:30 a.m. – 4:00 p.m. The employee may work evening hours, attending basic functions of the school, such as career fairs, Open House, team meetings and other school-sponsored activities. 30 minutes are allotted for lunch.
- ◆ The employee will interact with many types of personalities and other individuals, i.e., family members or friends who may be angry, difficult or indifferent. All these factors may contribute to a stressful environment, and therefore, while this work may be satisfying, it can also be emotionally draining
- ◆ This position is eligible for paid Federal, State, and District approved holidays during the 12 – month working period.
- ◆ Office, Classroom and lab area will be provided for the Surgical Tech Director, where they may work with teachers, and or students individually or in-groups. A desk, computer workstation, a printer, and telephone are available for the employee. The employee may be exposed to dangerous chemicals or may operate hazardous equipment related to the training area.
- ◆ Applicable Arizona Statutes pursuant to Title 15 (Education), Title 13 (Criminal), and Title 38 (Public Officers and Employees) prevail. Proof of immunization (*if born on or after January 1, 1957*) and fingerprinting shall be required of all employees

**I FULLY UNDERSTAND THE JOB DUTIES AND RESPONSIBILITIES THAT ARE OUTLINED ABOVE AND THAT HAVE BEEN DISCUSSED WITH ME BY MY SUPERVISOR.**

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**Employee Signature**

**Date**

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**Supervisor's Signature**

**Date**