

MIAMI DADE COLLEGE

Job Description

JOB TITLE: Director, Physician Assistant Program
JOB CODE: 0127
SALARY GRADE: 18
FLSA STATUS: Exempt
PREPARED BY/DATE: Carol Flynn 10/04
APPROVED BY/DATE:

REPORTS TO:
CALENDAR CODE: PEC
REVISED: 10/29/04

SUMMARY: Responsible for the organization, management, continuous review and analysis, planning and implementation of the Associate Degree Physician Assistant Program. Reports to the Director of the School of Allied Health Technologies.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Supervises faculty and other program personnel.

Provides leadership in all activities that relate directly to the Physician Assistant Program.

Administers program budget, and grant writing.

Performs related duties as required or deemed appropriate to accomplish the assigned duties and responsibilities of this position.

KNOWLEDGE, SKILLS AND ABILITIES

- Knowledge of current technological developments/trends in area of expertise.
- Knowledge and understanding of training and education principles.
- Knowledge and understanding of a wide range of instructional systems development, training methods, techniques and formats.
- Knowledge of program accreditation process.
- Strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community.
- Excellent oral and written communication skills.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to work in a multi-ethnic and multi-cultural environment.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

MINIMUM REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

Bachelor's degree from an accredited Physician Assistant Program or related discipline and nine (9) years of teaching and administrative experience in a college setting. Master's degree or Master's degree in progress in related discipline; five (5) years experience in clinical practice as a Physician Assistant.

Current National Commission on Certification of Physician Assistants (NCCPA) certification. Must possess or be eligible for registration to practice as a Physician Assistant in the state of Florida.