



<b>Position Title:</b>	Director, Physician Assistant Program		
<b>Reports To:</b>	Director		
<b>Department:</b>	School of Allied Health Technologies	<b>Job Code:</b>	0127
<b>Prepared By/Date:</b>	Jennifer C. Brito/05-12-2009	<b>Job Group:</b>	PEC
<b>Approved By/Date:</b>	Pete Gutierrez/11-17-2010	<b>Salary Grade:</b>	18
<b>Revised:</b>	Jennifer C. Brito/12-02-2010	<b>FLSA Status:</b>	Exempt

**Summary:**

The Director of Physician Assistant Program is responsible for the organization, management, continuous review and analysis, and planning and implementation of the Associate Degree Physician Assistant Program and Bachelor of Applied Science Degree Option.

**Essential Duties and Responsibilities:**

- Participates in budget development and implementation with responsibility for monitoring assigned budgets
- Participates in the identification and review of student needs and interests and provides for positive response to such changing needs
- Participates in the development and implementation of the College policies, procedures, and guidelines
- Participates in developing and implementing College initiatives
- Maintains compliance with criteria of accrediting agencies and the collective bargaining agreement
- Assures implementation of the faculty advancement process and, encourages the development of new instructional strategies
- Monitors and develops program accreditation reports and relationships
- Provides coordination for the development and review of program and discipline student learning outcome statements and for the review of course competencies
- Facilitates the development, review, and revision of academic curricula and assures their quality and relevancy
- Develops, maintains, and monitors fiscal resources and secures external funding to support educational initiatives
- Represents the Physician Assistant Program in the community and by serving on a variety of College and Campus communities
- Coordinates appropriate course schedules for each campus
- Performs other related duties as assigned

**Knowledge, Skills and Abilities:**

- Knowledge of the program accreditation process and familiarity with instructional technology
- Excellent written and verbal communication skills
- Effective leadership management skills
- Excellent organizational, interpersonal, and communication skills (verbal and written)
- Ability to effectively communicate with a wide range of individuals and constituencies in a diverse community
- Ability to supervise and train assigned faculty and staff including organizing, prioritizing, and scheduling work assignments
- Ability to work flexible hours
- Ability to work in a multi-ethnic/multicultural 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.

**Essential Personnel:**

Non-essential

**Minimum Requirements:**

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

- Master's degree in a related field, or a Medical (MD/DO) degree, with teaching and administrative experience
- Graduation from a regionally accredited PA Program or Medical School
- Two (2) years in clinical practice as a PA or a Physician
- Current NCCPA (National Commission on Certification of Physician Assistant) certification or if a Physician must be currently Board Certified by an ABMS or AOA-approved specialty board.
- Possession of/or eligibility for registration to practice as a PA in the state of Florida or if a Physician must hold current licensure or be eligible for licensure as an allopathic or osteopathic physician in the state of Florida

**ACKNOWLEDGEMENT**

I have read and acknowledge receipt of a copy of my job description.

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Signature

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Date

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Printed Name