JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Program Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Faculty-EET</td>
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<tr>
<td>Reports to:</td>
<td>Campus Director</td>
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<tr>
<td>Supervises:</td>
<td>Instructor, Lab Assistant, Supervisor, Assistant Program Director, Administrative Assistant, Externship/Internship Coordinator</td>
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<tr>
<td>Classification:</td>
<td>Salaried</td>
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<tr>
<td>Status:</td>
<td>Exempt</td>
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PLEASE NOTE: Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.

POSITION OVERVIEW: Coordinates all the activities of the department for Students, Faculty and Staff.

ESSENTIAL FUNCTIONS:
1. Identify and counsel high risk students and prevent them from dropping out.
2. Obtain and maintain sufficient quantity and types of equipment and training aids for the department.
3. Provide for the safety of students and co-workers.
4. Monitor theory classes and help instructors to improve their presentations and methods of teaching.
5. Monitor lab/shop work closely with instructors and students, help, guide and correct where needed.
6. See that Students Progress Report are completed in a timely manner and review progress reports prior to their distribution to students.
7. Personally tutor or see that tutoring is arranged for all students that need it.
8. Interview, train, supervise, evaluate and monitor department personnel.
9. Substitute for instructors that are absent.
10. As needed, perform all essential functions and other responsibilities of an instructor.
11. See that Student Surveys are performed in a timely manner in all classes, and that surveys are reviewed with instructors, and that survey results are distributed to faculty and appropriate administration.
12. Develop operational procedures, establish workloads, assign tasks, and review results with all department personnel.
13. Keep technically up to date in the subject field by attending training seminars and by personal study. Based upon knowledge gained through these seminars, train instructors in these items. Keep them up to date with in-house training and enroll them in training seminars. Thoroughly orient new instructors using the Instructor Information Binder and other resources. Schedule and organize at least monthly faculty meetings. Organize or assist in-service training for department faculty semi-annually.
14. Keep the curriculum up to date with industry needs, and see that performance standards, competencies, lesson plans, tests, and textbooks are kept current. Recommends necessary revisions to existing training courses and possible changes to the curriculum.
15. Review and confirm with School Director all necessary department purchases.
16. Work and communicate closely and frequently with Campus Director and Academic Dean.
17. Monitor repair orders for customer equipment.
18. Must be able to read color codes of resistors, cables, wires, etc.
19. Listen to students and staff in effort to resolve conflicts in a prompt manner and establish good communications.
20. Organize or assist in organizing industry tours for students.
21. Assist in conducting community surveys to gather occupational information, such as standards of training for the industry.

22. Care and maintenance of equipment and materials.

23. Performing other work related duties as assigned.

24. Must be able to work flexible hours.

25. Must have a valid driver’s license and a driving record acceptable to the insurance company.

**PLEASE NOTE:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE REQUIREMENTS:**

1. A Bachelor’s Degree in Electronics or Engineering Technology
2. Minimum 3-5 years of experience in Supervision/ Management.
3. Minimum 5 years of technical field experience.
5. Must be able to work a flexible schedule

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

1. Ability to read, write, speak, and understand English fluently.
2. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
3. Must be customer service oriented.
4. Ability to meet or exceed the company’s attendance and punctually standards.
5. Ability to evaluate objectively, fairly, and consistently.
6. Creativity and initiative.
7. Ability to correctly use and demonstrate all normal equipment and tools within the subject field.

**PHYSICAL REQUIREMENTS:**

1. Color vision
2. Hearing
3. Lifting or pushing 50 pounds
4. Standing up to 5-6 hours per shift
5. Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, etc., as required for lab or classroom demonstrations.
6. Must be able to travel locally and out of town.

**ENVIRONMENTAL CONDITIONS:**

1. Extreme heat or cold
2. Fumes such as from soldering, welding, automotive exhaust, or heating and air conditioning equipment
3. Noise level which may, at times, require normal hearing protection in the form of Ear plugs.
4. Exposure to machinery and moving parts.
5. Heights (RHVAC instructors/lab assistants only)
6. Electricity
7. Lubricating fluids, cleaning solvents, batteries, etc.
8. Bio-medical waste such as hypodermic needles, body fluids, cultures, specimens, etc., (for Medical Department only).

This above Job Description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with this position. It is intended to be a guideline reflecting the principle activities. I do hereby certify that I have read and do understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

_________________________________________  ______________________
Signature/Print Name                                                                     Date