



Histology Technology Program Coordinator

Health Sciences

HS/9

JOB SUMMARY

This position is responsible for coordinating and teaching classes in the Histology Technology Program.

MAJOR DUTIES

- Coordinates the program's accreditation functions.
- Prepares and instructs classes; assignments and tests; evaluates student work; coordinates and instructs laboratory assignments.
- Develops program curriculum.
- Advises declared and potential majors.
- Develops and implements tools to evaluate program effectiveness.
- Participates in student recruitment activities.
- Maintains clinical sites according to accreditation standards.
- Assists students with job placement.
- Addresses and resolves student appeals and complaints.
- Serves on college committees as assigned.
- Performs related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION

- Knowledge of the field of histology technology.
- Knowledge of program accreditation requirements.
- Knowledge of program assessment and strategic planning strategies.
- Knowledge of college program requirements.
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology.
- Skill to make timely decisions.
- Skill in the operation of computers and job related software programs.
- Skill in decision making and problem solving.
- Skill in interpersonal relations and in dealing with the public.
- Skill in oral and written communication.

SUPERVISORY CONTROLS

The Director of Medical Laboratory Technology and Histology Technology assigns work in terms of very general instructions. The supervisor spot-checks completed work for compliance with procedures and the nature and propriety of the final results.

GUIDELINES

Guidelines include college policies and procedures; University System of Georgia policies and procedures; SACS and other accreditation standards and requirements; faculty, staff and student handbooks; and relevant state and federal regulations. These guidelines require judgment, selection and interpretation in application.

COMPLEXITY/SCOPE OF WORK

- The work consists of varied program coordination and instructional duties. The variety of tasks to be managed combined with frequent interruptions contributes to the complexity of the position.
- The purpose of this position is to coordinate and instruct classes in the Histology Technology Program. Success in this position contributes to the successful education of students and to compliance with accreditation standards.

CONTACTS

- Contacts are typically with co-workers, other college personnel, faculty, staff, students, representatives of other colleges and universities, alumni, directors of hospitals and other health care organizations, representatives of the accrediting bodies, and members of the general public.
- Contacts are typically to give or exchange information, to resolve problems, to motivate or influence persons, or to justify, defend or settle matters.

PHYSICAL DEMANDS/ WORK ENVIRONMENT

- The work is typically performed while sitting at a desk or table or standing, walking, bending, crouching or stooping. The employee occasionally lifts light objects, uses tools or equipment requiring a high degree of dexterity, and distinguishes between shades of color.
- The work is typically performed in an office, classroom, laboratory or clinical setting. Work requires the use of protective devices such as masks, goggles, gloves, etc.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY

This position has functional supervision over assigned faculty.

MINIMUM QUALIFICATIONS

- Knowledge and level of competency commonly associated with the completion of an Associate's degree in a course of study related to the occupational field.
- Experience sufficient to thoroughly understand the diverse objectives and functions of the subunits in the division/department in order to direct and coordinate work within the division/department, usually interpreted to require three to five years of related experience.