



Classification Description

Job Title: Program Coordinator,
 Respiratory Care

Pay Grade: 117

Job Code: 4064

FLSA Status: Exempt

Job Purpose

This position is responsible for professional work coordinating and implementing instruction and instructional support for the AS Respiratory Care program within the School of Allied Health. Work may be scheduled and performed at all FSW campuses. The Program Coordinator, Respiratory Care serves as the Director of Clinical Education (DCE) in accordance with the Commission on Accreditation for Respiratory Care (CoARC) accreditation requirements, coordinating and implementing instructional support for all affiliated clinical sites utilized by the AS Respiratory Care program. This position ensures that all administrative and operational oversight of the clinical education component complies with programmatic accreditation requirements. Administrative functions comprise at least 25% of this position's workload. This is a full-time, twelve-month position reporting to the Program Director, Respiratory Care.

General Responsibilities

Essential Functions

Serves as the Program Coordinator/Director of Clinical Education (DCE), maintaining primary responsibility for clinical education oversight, CoARC accreditation compliance, and clinical affiliate management.

Develops and schedules instruction at clinical affiliate sites; ensures clinical instruction is coordinated with didactic and laboratory courses and that all students receive adequate programmatic and technical instruction, exposure, and experience.

Collaborates with the Program Director to supervise and coordinate the schedules of Clinical Associates within the program; provides guidance and direction to assigned Clinical Associates regarding appropriate evaluation and instructional techniques.

Evaluates clinical experiences at affiliated clinical sites for the quality, quantity, and appropriateness of student learning experiences using various techniques, including student evaluations.

Visits clinical sites on a regularly scheduled basis to ensure uniform and consistent practice within accreditation guidelines.

Develops and maintains records that document outcome measures, such as clinical experiences, student records, and employer data.

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Provides students with access to hospital/clinical affiliate orientation documents and any other relevant documents required by the hospital/clinical affiliates.

Monitors students' compliance with requirements to complete, submit, and/or upload health reports, drug screening results, criminal background checks, and other documentation required by FSW and hospital/clinical affiliates, as determined by the Program Director.

Provides effective orientation, training, and supervision for Clinical Associates.

Participates actively in assigned program curriculum planning and development within accreditation guidelines.

Supervises the evaluation of student clinical performance in the cognitive, affective, and psychomotor domains of learning; communicates regularly with the Program Director regarding student performance and curriculum issues.

Teaches didactic and hands-on components of assigned courses as directed by the Program Director.

Teaches courses in accordance with the campus class schedule, including scheduled start and end times and all class breaks.

Maintains accurate and timely records of student attendance, grades, and academic progress.

Enforces all classroom management policies and processes, including attendance taking and the program-related dress code.

Conducts one-on-one student advising, course-specific academic remediation, and student coaching or tutoring, as needed.

Communicates with the Program Director regarding students at risk.

Develops and implements student-centered, engaging classroom activities and teaching and learning methods. Assists with ongoing course changes, updates, and development as directed by the Program Director.

Contributes additional instructional support services, as assigned.

Actively engages in student recruitment, advising, and retention efforts.

Prepares accreditation reports, self-studies, and annual assessments.

Provides institutional and professional service related to clinical administration.

Participates in admission selection efforts.

Performs other duties as assigned.

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These essential job functions are not to be construed as a complete statement of all duties performed; employees will be required to perform other job-related duties as required. An employee with a disability is encouraged to contact the Human Resources Office to evaluate the job in greater detail to determine if she/he can safely perform the essential functions of this job with or without reasonable accommodation.

Knowledge, Skills and Abilities

Minimum Qualifications

Bachelor's degree from a regionally accredited institution of higher education.

Current, active, unrestricted Florida license as a Registered Respiratory Therapist.

Valid Registered Respiratory Therapy (RRT) credential.

Four (4) years of experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care.

Two (2) years of experience teaching either as an appointed faculty member in a CoARC-accredited respiratory care program or as a clinical instructor/preceptor for students of such programs.

Upon employment, completes the CoARC Key Personnel Training Program at the next available session.

Ability to independently travel to all FSW campuses in Lee, Charlotte, and Collier counties and other locations for College business.

Demonstrated in-depth knowledge of the subject area to be taught.

Demonstrated experience using instructional technology, computers, and software applications.

Demonstrated ability to:

- Think critically and creatively, have a high standard of integrity, and be motivated to incorporate best practices into the organizational culture.
- Exhibit a thorough knowledge of policies, procedures, and outside regulations pertaining to the position.
- Possess a working knowledge of operational and fiscal analysis techniques.
- Make presentations in front of various group sizes.
- Take initiative and independently plan, organize, coordinate and perform work in various situations where numerous and diverse demands are involved.
- Anticipate, investigate, and analyze problems and address them proactively.
- Communicate effectively, both orally and in writing.
- Establish and maintain effective working relationships with faculty, staff, students and the public.
- Work in a fast-paced, demanding environment.
- Work independently and follow through on assignments.
- Exhibit solid organizational skills and be detail-oriented.
- Work with a variety of constituencies and be willing to contribute to a team effort.

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- Exercise discretion and good judgment at all times and in all contexts and maintain confidentiality.
- Work effectively with all constituencies of the College.
- Collect, organize, analyze and present information in a meaningful manner.
- Collaborate and work effectively with diverse populations.

Critical Skills/Expertise

All employees are expected to:

- Promote a common purpose consistent with stated College goals and demonstrate a commitment to students and the learning environment.
- Possess knowledge of the general written standards and procedures utilized and the ability to read, interpret, and follow procedural and policy manuals related to job responsibilities.
- Demonstrate the ability to respond to supervision, guidance and direction in a positive, receptive manner and in accordance with stated policies.
- Provide quality customer service by creating a welcoming and supportive environment.
- Present a professional image in word, action and attire.
- Demonstrate professionalism in dealing with a diverse population while understanding and respecting each other's view of the world, personalities and working styles.
- Conduct oneself in a manner consistent with the College's standards of ethical conduct.
- Apply effective techniques to build working relationships with others; communicate and collaborate successfully to achieve common goals.
- Demonstrate skills necessary to look at situations and processes critically to make recommendations for improvement.

Work Conditions/Physical Demands/Special Conditions

Physical: Routinely requires the ability to see, hear, and speak and to sit, bend, stoop, and walk. Incumbents may occasionally be required to lift 20 or more pounds.

Environmental: Normal general office.

Mental: Routinely requires the ability to interpret, analyze and perform critical thinking skills.

Approved: April 10, 2023. Revised: July 1, 2023, and August 11, 2026.