

Director, Diagnostic Medical Sonography Program
Lee College

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Downloaded On: Sep. 29, 2025 1:55pm

Posted Sep. 29, 2025, set to expire Oct. 9, 2025

Job Title Director, Diagnostic Medical Sonography Program
Department
Institution Lee College
Baytown, Texas

Date Posted Sep. 29, 2025

Application Deadline 10/09/2025
Position Start Date Available immediately

Job Categories Director/Manager

Academic Field(s) Medicine
Health Sciences

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Job Description

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Director, Diagnostic Medical Sonography Program

Salary: \$120,000 -\$140,000

Job Type: Full-Time

Job Number: FY2300628

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

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Position Overview

Starting Salary Range is \$120,000 - \$140,000. The initial salary offer is commensurate with education and related work experience.

The Director will oversee the design, development, and implementation of the Diagnostic Medical Sonography program, including securing accreditation, building curriculum, establishing clinical partnerships, recruiting faculty, and planning for student enrollment. The Director will report to the Executive Director of the Branch Campus in Mont Belvieu.

This position will begin remotely with a focus on strategic planning and infrastructure development, transitioning to an on-campus leadership role upon program launch. The position will be based at the branch campus Mont Belvieu, TX, and requires regular interaction with faculty, staff, students, and community partners. Occasional evening and weekend commitments may be necessary.

Essential Duties & Responsibilities

- Develop curriculum for the Diagnostic Medical Sonography Program.
- Develop and enforce program policies, procedures, and strategic objectives consistent with institution and industry standards.
- Develop a student handbook to provide guidance to students as well as procedures for enforcing relevant policies.
- Recruit, supervise and mentor faculty; lead evaluation processes and promote professional growth.
- Direct the comprehensive accreditation process for the Diagnostic Medical Sonography program through the Commission on Accreditation of Allied Health Education Programs (CAAHEP) via the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS).
- Design and execute detailed accreditation timeline and action plans.
- Coordinate self-study preparation, documentation, and submission processes.
- Ensure continuous alignment with CAAHEP standards and JRC-DMS accreditation requirements.
- Coordinate and lead site visits from accreditation teams.
- Establish systems for compliance monitoring, assessment, and program improvement.
- Implement quality assurance measures to meet accreditation benchmarks.
- Provide strategic leadership and administrative oversight for all program operations.
- Develop and manage program budget, resources, and equipment to support student success.
- Collaborate with college leadership, faculty, and community partners to advance program goals and workforce alignment.
- Serve as a faculty member in the Diagnostic Medical Sonography program: teach courses, labs,

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and clinical as assigned; prepare lesson plans; assess student learning and progress; develop and use appropriate instructional materials.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Bachelor's degree in Diagnostic Medical Sonography required
- Minimum four (4) years of experience as a Diagnostic Medical Sonographer with two (2) years of clinical experience
- Minimum two (2) years of experience in Diagnostic Medical Sonography education or program administration
- Demonstrated experience with accreditation processes (CAAHEP/JRC-DMS preferred)
- Leadership experience in academic or healthcare settings
- Prolonged periods of sitting
- Motor skills for compute use and document handling
- Physical ability to move between classrooms and offices on campus
- Capability to drive to off-campus locations
- Physical coordination required for delivering presentations to both large and small audiences

Preferred Qualifications:

- Master's (or higher) degree in Health Sciences, Education, or related field
- Experience in starting a new Diagnostic Medical Sonography Program including, but not limited to, developing program curriculum, recruiting/hiring program faculty, implementing the accreditation process

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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