

Instructor/Program Director - Diagnostic Medical  
Sonography  
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=230662>

Downloaded On: May. 15, 2024 7:58pm

Posted Feb. 14, 2024, set to expire May 31, 2024

<b>Job Title</b>	Instructor/Program Director - Diagnostic Medical Sonography
<b>Department</b>	
<b>Institution</b>	Foothill-De Anza Community College District Los Altos Hills, California
<b>Date Posted</b>	Feb. 14, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Lecturer/Instructor
<b>Academic Field(s)</b>	Health Sciences Medicine
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5016758">https://apptrkr.com/5016758</a>

**Apply By Email**

**Job Description**

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**Instructor/Program Director - Diagnostic Medical Sonography**

HR EMPLOYMENT/CAREERS

**Initial Review Date: 04/01/2024\***

**\*Any complete applications received after the review date will only be forwarded to the hiring**

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**committee at their request.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position of **Instructor/Program Director - Diagnostic Medical Sonography, Foothill College.**

The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

**Foothill - De Anza Community College District Mission Statement:**

The mission of the Foothill-De Anza Community College District is student success. We are driven by an equity agenda and guided by core values of excellence, inclusion, and sustainability. Every member of our district contributes to a dynamic learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. We are committed to providing an accessible, quality undergraduate education dedicated to developing a broadly educated and socially responsible community that supports an equitable and just future for California.

**Foothill College Mission Statement:**

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

**DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:**

Under the direction of the Dean of Health Sciences and Horticulture, responsible for the structure and daily operation of the program, including organization, budget, administration, periodic review and evaluation, continued development, and general effectiveness of program curricula. Develop and maintain in-person and online courses and distance learning partnerships and assess and order textbooks and supplies. Responsible for meeting accreditation standards with JRCDS under CAAHEP, including statistical data, annual reports, accreditation, and site visitation assessment. Work closely with clinical instructors involved in clinical assignments of students and be the liaison and ensure effectiveness of all clinical affiliates/clinical education centers between the college, program and management. Responsible for contracting with and establishing new contracts with various medical facilities for student assignments. Ensure students meet health, immunization, background check and other onboarding requirements of the clinical education centers. Oversee the hiring and management of part-time faculty. Work with stakeholders including district and college management,

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hospitals and medical facilities management and outreach to feeder schools and community. Provide Leadership and teaching experience in the field of Diagnostic Medical Sonography as well as innovative teaching, instructional methodologies, and learning strategies.

Standard duties expected of all faculty include development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, and performing other duties consistent with the role of an instructor. Instructors also can serve on district and college committees and participate in campus extra-curricular activities.

**MINIMUM QUALIFICATIONS:**

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Bachelor's degree
3. Current active registration with the American Registry of Diagnostic Medical Sonography in the following:

Abdominal subjects (AB) **AND/OR** Ob-Gyn (OB)

4. Minimum of two (2) years of full-time experience as a registered sonographer in the professional sonography field. Full-time is defined as 35 hours per week.

**PREFERRED QUALIFICATIONS:**

- Master's degree in a discipline within the health sciences.
- 3-5 years of clinical experience at the hospital level.
- Experience in the educational field.
- ARDMS registration in breast (BR), musculoskeletal (MSK), neurosonography (NE).

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- Experience in managing, supervising or coordinating a DMS program.
- Experience in fiscal management.
- Demonstrated proficiency in computer information and internet literacy.
- In addition, successful candidates will demonstrate the following:
- Work effectively with a diverse student, staff, faculty populations
- Ability to interpret and apply rules, regulations, policies, and procedures
- Ability to handle difficult and sensitive issues and problems and resolve conflicts.
- Ability to train, assign, supervise, evaluate, and develop part-time staff and clinical instructors.
- Ability to demonstrate the principles of trust, teamwork, and collaboration
- Ability to exercise the principles of leadership, management, and supervision
- Ability to implement concepts of strategic planning
- Ability to communicate effectively orally and in writing.

Knowledge of documenting, assessing, and evaluating student learning outcomes

**WORKING CONDITIONS:**

**Environment:**

1. Indoor, office environment.

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**Physical Abilities:**

**(Applicants should perform these physical abilities with or without reasonable accommodations)**

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

**APPLICATION PACKET:**

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/>\*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff. **Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.
4. Scanned copy of your American Registry of Diagnostic Medical Sonography certificate.

**If you wish to request equivalency for this position** (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. [http://hr.fhda.edu/\\_downloads/Equivalency.pdf](http://hr.fhda.edu/_downloads/Equivalency.pdf)

**Applicants will be REQUIRED to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary).**

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**These services are to be done at the applicant's expense.**

**If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.**

**Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>**

**HIRING RANGE:**\$86,321.00 - \$160,252.00 annually plus benefits; actual placement is based on applicant's verified education and experience.

**For the complete Faculty Salary Schedule, go to:**

[https://hr.fhda.edu/\\_faculty-information.html](https://hr.fhda.edu/_faculty-information.html)

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

**TERMS OF EMPLOYMENT:** Full-time, Tenure-track, 12-months per year

**STARTING DATE:**Summer 2024

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

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The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: [employment@fhda.edu](mailto:employment@fhda.edu)

<http://hr.fhda.edu/>

**This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.**

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1527?c=fhda>

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**Contact Information**

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

**Contact**

Staff

Foothill-De Anza Community College District

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