

**OPTICIANRY INSTRUCTOR/PROGRAM HEAD**  
**(POSITION NO. GO217)**

J. Sargeant Reynolds Community College is the third largest community college in Virginia and offers a variety of academic programs and services to the residents of the City of Richmond and five nearby counties. Annually, our three campuses serve approximately 15,000 credit students and provide training for 5,700 students through the Community College Workforce Alliance. During our 46-year history we have educated nearly 350,000 people in the Richmond area and 1 in 4 local working adults has attended Reynolds. Additional information is available at the College's Website: [www.reynolds.edu](http://www.reynolds.edu).

Reynolds is seeking applicants who share in its commitment to students and teamwork. The College supports a culture of life-long learning, celebrating its diversity, and recruiting and retaining star quality employees. The position will be assigned to the School of Nursing and Allied Health, Downtown Campus, 700 E. Jackson Street.

<b>TYPE OF APPOINTMENT:</b>	Restricted full-time twelve-month teaching faculty ranked appointment. Salary commensurate with the education and experience of the applicant. Salary range: \$43,776 - \$144,678. Approximate maximum hiring salary: \$73,130. Position is needed for the Fall 2018 semester.
<b>QUALIFICATIONS REQUIRED:</b>	Bachelor's in Opticianry <i>or</i> Associate's in Opticianry with demonstrated competency in opticianry is required. Minimum of two (2) years of occupational experience in the field of ophthalmic optics. Current or eligible for Virginia state optician license. American Board of Opticianry and/or National Contact Lens Examiners certification(s). The selected candidate must be able to successfully pass the college's pre-employment security screening.
<b>QUALIFICATIONS PREFERRED:</b>	Advanced certifications by the American Board of Opticianry or National Contact Lens Examiners. Knowledge of classroom and conference electronic methods of communication. Demonstrated ability in program planning, curriculum design, and academic advising. Working knowledge of budget preparation, fiscal administration, faculty recruitment and supervision, class schedules, and student admission criteria and advising. Experience in COA accreditation compliance and documentation, and management of COA self-studies and site visits. Demonstrated ability to teach effectively in both the didactic and clinical settings, including course development, student assessment, and course evaluations. Minimum of two (2) years of teaching experience in an accredited opticianry program. Demonstrated ability to communicate effectively, both orally and in writing, with a diverse population of faculty, staff and college stakeholders. Demonstrated ability to effectively utilize computer word processing and spreadsheets. Demonstrated ability to incorporate technology routinely into instructional and faculty responsibilities including Blackboard, Virtual meeting software, and PeopleSoft. Experience with distance learning modalities for both didactic and clinical courses.
<b>POSITION RESPONSIBILITIES:</b>	Faculty loads are normally scheduled on an average load of fifteen (15) credit hours per semester. Office hours, advising and collateral duty assignments are maintained. Teaching schedules may include day and evening classes and multiple campus and off-campus assignments. This is a year-round program, summer teaching is required. General duties and responsibilities on which the program head will assist in this capacity include, but are not limited to: development and achievement of strategic objectives for the program that are consistent with and supportive of college and school strategic goals and objectives; participation in the recruitment/selection process for full-time and adjunct faculty; management of full-time and adjunct faculty workloads and evaluation of faculty; course scheduling, including facilities and use of equipment; management of program enrollment and efficiency; coordination of dual enrollment and distance education course offerings; development and management of program budgets; procurement and management of equipment, laboratories, and clinical instruction; coordination of academic program advising; certification of applications for graduation; continuous program assessment and evaluation; curriculum revisions; growing program enrollment through increased management of clinical sites and recruitment of adjunct faculty; participation in college and program student recruitment and retention efforts; and, marketing and promotion of the program in the community particularly with local K-12 systems.
<b>APPLICATION PROCESS:</b>	Application reviews will begin <b>JUNE 8, 2018</b> . Applications will be accepted until the position is filled.
<b>CONTACT INFORMATION:</b>	Emily Duncan, Recruitment Coordinator Email: <a href="mailto:employment@reynolds.edu">employment@reynolds.edu</a>

To apply for this or any other Reynolds vacant position, please visit the Virginia Jobs website <https://virginiajobs.peopleadmin.com>. For full consideration, the cover letter, curriculum vitae, and unofficial undergraduate and graduate transcripts must be received with the online application. If you are invited for an interview, three current (within one year) letters of recommendation relevant to this position can be provided to the committee on the day of the interview, or must be received in the Office of Human Resources prior to the interview day. Official transcripts must be received in the Office of Human Resources prior to the first day of employment.