**Position Description**

**Program Director – HPC**

The Program Directors are responsible for the overall administration of their individual programs.

Responsibilities of the Program Director include:

**Admissions, Marketing and Recruitment**

 Develop and maintain individual program web pages

Serve as primary contact person for all prospective graduate students considering entering their programs, including telephone calls, interviews, and correspondence

Review all new applications and coordinate final admissions decisions for applicants in each program

Develop, coordinate, and oversee marketing and recruitment efforts

Oversee and participate in prospective student interview process

Prepare recruitment brochures, program sheets, catalog copy, and other departmental handouts related to policies and procedures

Review all late applications and coordinate final admissions decisions for applicants until all admissions slots in the program are filled (Summer)

**Departmental**

Coordinate course offerings and course scheduling for courses in their respective graduate programs and, in consultation with the Chair, for the department

Meet regularly with the department chair and the other program directors to develop unified departmental course offerings and time schedules for classes, review budgetary issues, coordinate and plan departmental goals, and other activities

**Program**

Provide program specific leadership to program faculty

Organize and conduct regular meetings of program faculty committees

Mentor new program faculty in their job duties as needed

 Work with Practicum/Internship Coordinators to assure quality

Prepare program report (For PSC includes a data base of current students & graduates) (MFT: COAMFT Annual Report)

Oversee Program Faculty with POS and Admission to Candidacy

Schedule Admission to Candidacy meetings (CSD)(PSC, PBS Meetings)

Conduct “Periodic Comprehensive Program Reviews” as dictated by RCOE, Graduate School, IRAP, etc.

**Students**

Review “Program of Study” and “Admission to Candidacy”

Review “Permission to Register for Practicum, Internship and Professional Practice” forms

 Develop and oversee New Student Orientation

 Oversee Pre-Internship meetings

 Oversee the development of Graduation reception

 Prepare and oversee comprehensive exam or portfolio process

Serve as primary contact person for all program alumni

Assist with coordination of job placement for graduates and talk with representatives from schools, colleges, or agencies about our graduates as needed

Provide year-round advisement (Most graduate students take courses all year and most faculty are on a nine month contract, necessitating the presence of advisor year-round.) (Summer)

Provide advisement for part-time graduate students whose jobs in schools make it more convenient for them to meet in the summer

Provide advisement for new students entering in the fall (Most new students enroll in the fall but need advisement before the fall semester begins.) (Summer)

Provide advisement for newly admitted students who decide to start their programs in the summer

**Internships, Practicum, and Professional Practice**

Oversee the coordination and maintenance of relationships by field placement coordinators with internship, practicum, professional practice and GA site supervisors

**Curriculum**

Plan and prepare materials for program or course changes that must be submitted to AP&P, Graduate Council, etc.

 **Assessment and Accreditation**

 Develop, monitor and maintain all program assessment data

Write reports and coordinate tasks related to self-studies, accreditation reports, and visits from CACREP, CAS, COAMFTE, NCATE/CAPE, NCDPI

Handle inquiries from persons seeking information and assessment of credentials for licensure

Provide assistance for public school personnel seeking assistance and information about licensure

Complete various reports, including self-study reports for accreditation and other needs

**College and University**

Serve as contact person for the program with the graduate school and RCOE

 Serve on RCOE Graduate Committee

**Other**

Respond to surveys and announcements concerning individual programs

 Represent programs at state, regional, and national meetings

 Represent programs in professional organizations

Oversee, coordinate and maintain relationships with schools, counseling agencies and colleges and universities

**Program Specifics Responsibilities**

**Clinical Mental Health Counseling**

Advise and consult with Expressive Arts and Addictions Certificate Coordinators regarding development and operation of the Certificate Programs

 **Student Affairs Administration**

Develop and maintain relationships with the Division of Student Affairs at Appalachian State University.

Coordinate monthly meetings with GA, Practicum and Internship supervisors

Serve as a consultant or member of Student Affairs committees.

Serve as contact for the GAPP Committee

Develop and maintain relationship with the Higher Education program in the Department of Leadership and Educational Studies

 **Marriage and Family Therapy**

Oversee coordination of Systemic Multicultural Counseling

Provide year-round clinical supervision

 **Professional School Counseling**

 Oversee Co-Hort orientation day (first years); plan and set up picnic

 Manage Alumni Social, including advertising, planning, hosting

 Organize Internship Prep Days (December and May)

 Collect and maintain all PSC data/Program planning, including Xitracs

 Coordinate, plan and set up 4 Admissions Interview Days

 Coordinate NCH Scholarship

 Oversee Spring Inservice

 Oversee ‘Coming Full Circle Event’

 Coordinate Fall Hooding Ceremony

Prepare and present Annual review report to PSC team. Includes all program-wide data and facilitation of meeting and evaluation