

## Job Description

Position:	TAC-MED (TECC) Director
Classification:	Part-Time, Non-Exempt
Duration:	At will employee
Reports to:	Chief Operating Officer
Location:	Bozeman, MT
Pay:	DOE

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### *Duties & Responsibilities.*

Under supervision of the Chief Operating Officer, the TAC-MED Director is responsible for;

### **Administrative**

- Responsible for overall growth of division
  - Evaluate potential growth areas,
  - Implement steps for measured growth, including growth projections
  - Develop division budget goals, projections
  - Develop course development and operation budgets
  - Networking/Marketing BPM and TAC-MED
  - Developing new leads/opportunities
  - Maintain instructor rolls to meet course requirements
- Ensure quality of education of TAC-MED courses
- Course development, planning, and coordination
- Personnel management
- Develop TAC-MED Division policies and procedures
- Ensure TAC-MED course and instructor requirements are within policy.



**Support Duties**

- Available to TAC-MED staff for instruction challenges and refinements
- Assist Director of Education with overall evaluation of program educational measures
- Participate in research gathering and analysis

**Education Duties**

- Conduct TAC-MED Courses as needed to maintain Instructor requirements.

*Working Conditions.* Work is performed in indoor conditions in a non-smoking environment. Requires lifting up to 70 pounds and carrying objects up to 50 pounds. Classroom and laboratory environments must be maintained in clean condition.

As the TAC-MED Director, I agree to the duties as written in this job description.

Name \_\_\_\_\_

Date \_\_\_\_\_