



EMPLOYEE HANDBOOK

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INTRODUCTION

Welcome! You are now an employee of Chester Career College (CCC). We hope you enjoy the challenge of working here. We are sure you have many questions about the company and its workings, procedures, functions and your role here.

This handbook is intended to provide information on current policies, employment standards and organizational structure of CCC. In order to be fully informed about our policies and procedures as they apply to you, please read all of the information. After you have become familiar with this handbook, should you still have questions concerning how to handle particular situations, we encourage you to speak with your department supervisor.

Your decision to join CCC was a voluntary one, as was our decision to hire you. All CCC employees are terminable at will, which means that they may resign or be dismissed with or without notice or cause.

You are required to sign and return the Acknowledgment Form (found inside of this handbook) to your supervisor.

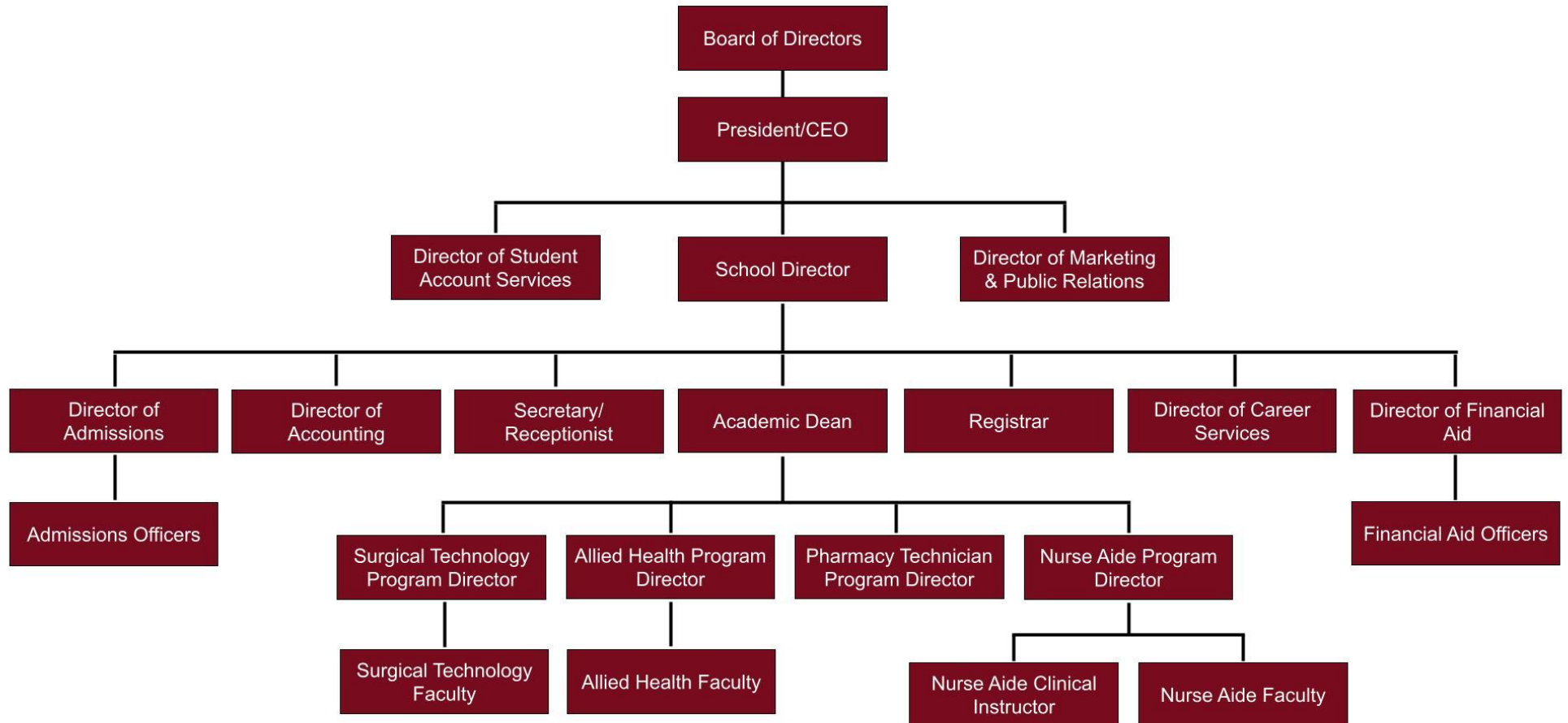
The policies of this handbook may be superseded by additions or deletions.

MISSION/PHILOSOPHY

The mission of Chester Career College is to provide educational career programs which prepare students to succeed in selected professions. Students at CCC are provided the opportunity to develop knowledge and skills; self-discipline and confidence; a professional attitude; and the ability to meet employer expectations in order to enter and advance in the job market.

Providing a quality educational experience to each individual student is a priority at CCC. The needs of the students remain in the forefront of the daily activities of each employee. The management of this school requires and expects that quality and prompt service will be provided to each student on a consistent basis.

Chester Career College Organizational Chart



EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Chester Career College is committed to a policy and practice of deciding all matters relating to employment, including hiring, compensation, advancement, transfer and promotion on the basis of qualifications and merit alone. There is no discrimination because of race, religion, color, age, sex, disability or national origin.

EMPLOYMENT DEFINITIONS

Full-Time Employment - A full-time employee is defined as one who is regularly scheduled to work 40 hours per week. All full-time employees are also required to work evenings in order to guarantee their full-time status.

Part-Time Employment - A part-time employee is defined as one who is regularly scheduled to work less than 40 hours per week. Part-time employees are eligible for reduced benefits as described in this handbook and as limited or provided by the insurance company.

Adjunct Employment – An employee hired for a specific course(s) for a specific time frame. Adjunct Employees are not eligible for any benefits.

Temporary Employment - A temporary employee is defined as one who is hired only for the duration of a specific assignment regardless of the number of hours per week. Temporary employees are not eligible for any benefits.

EMPLOYMENT RECORDS

It is important that your employment records are kept up to date. Be sure to notify the School Director within 24 hours if there are changes in any of the following:

- Name
- Address
- Home telephone number
- Name and phone number of the person to be contacted in the event of an emergency.
- Marital status (for insurance purposes, if you have insurance through CCC)
- Additional training, courses or experience.

EVALUATIONS AND COMPENSATION

The job performance of each employee is formally evaluated once a year. Evaluations may be carried out more often as deemed necessary. All evaluations will be received and approved by the School Director prior to the meeting between the immediate supervisor and the employee. At this point, the employee will have a meeting with the immediate supervisor to discuss the evaluation. All evaluations are confidential and filed in the employee's personnel file. The employee will receive a copy of the evaluation at the meeting with the immediate supervisor.

These evaluations affect your continued employment, promotions and raises.

If the employee believes the evaluation is incorrect, he/she may schedule a meeting with the School Director to discuss it.

SALARY

Employees are paid biweekly on Fridays.

If you are not at work on payday or do not come back to pick up your paycheck, it will be held in the School Director's office until you return to work. In the event of an emergency, authorization may be given for someone to pick up your paycheck with a written and signed note.

All hourly employees must submit a time sheet to the immediate supervisor by 2:30 p.m. on the payroll cutoff date. Hourly employees must keep an accurate record of work. If time sheets are not submitted properly and on time, the employee will not be paid but will receive his/her pay during the next pay period. If an employee finds any discrepancies on their paycheck, attention of this matter must be brought to the School Director within the week of the pay period ending for corrections to be made.

In addition, CCC requires any hourly employee working six (6) hours or more to take at least a 30-minute non-paid lunch period. All full-time employees are required to take a one-hour lunch period. During the lunch period, the employee is relieved of his/her duties and free to leave the premises.

CCC provides direct deposits and encourages all employees to participate. This will eliminate any delay in payroll due to inclement weather or mail deliveries.

REMINDER: Timesheets and daily sign-in sheets must balance and match the Paymaster.

ATTENDANCE AND TARDINESS

Chester Career College expects and requires each of its employees to report to work on time and continue to work until the end of the workday.

Unsatisfactory attendance, frequent tardiness and long lunch breaks may be cause for probation. Should this continue, your attendance record could be reason for dismissal.

Your attendance can be a significant factor in evaluating you for raises or promotions.

REPORTING ABSENCES

If you know in advance that you will be absent, please inform your supervisor. If this isn't possible, please telephone your supervisor as early as possible on the first day of your absence. After that, call your supervisor daily (unless hospitalized) until you are able to report for work again.

If your supervisor does not hear from you by noon of the second day, we will assume that you are no longer interested in continuing your employment with this company.

Each employee is required to have a working telephone number. Any exception must be approved by the School Director.

RESIGNATION NOTICE

If you decide to leave CCC, we ask that you give your supervisor at least two weeks' written notice. We request two weeks' notice as a courtesy, to give us time to find a replacement for you.

Employees will not be paid for earned but unused leave time.

Please remember that your decision to join CCC was a voluntary one, as was our decision to hire you. All CCC employees are terminable at will, which means that you may resign or be dismissed with or without notice or cause.

REFERENCES AND RECOMMENDATIONS

In response to inquiries from prospective employers, it is the policy of this company to provide only dates of employment, position held and compensation rate.

COMPANY BENEFITS

Major Medical Coverage (Full-time employees only)

Dental Insurance (Full-time employees only)

CCC offers a health insurance plan to all full-time employees. The company pays a portion of the premium for the employee. The employee is responsible for the remaining balance of the premium through payroll deductions.

If an employee becomes eligible for Medicare or Medicaid while employed, the company will not pay any portion of health insurance for this employee

Additional coverage for spouse and family is available. The employee is fully responsible for any additional costs incurred when adding dependents to his/her policy. These additional costs are handled through payroll deductions.

Any additional increases in insurance premiums may be at the employee's expense. The company will advise you at the time of rate increase. **Employees can change the medical insurance deductions only once a year during the Open Enrollment Period, in addition to the time of notification of rate increase.** For new employees or changes in deductions, the new medical benefits will become effective on the first day of the month following thirty (30) days of employment.

AFLAC Supplemental Insurance

American Family Life Assurance Company of Columbus (AFLAC) Supplemental Insurance is available to all CCC employees, both Full and Part-time. The cost of these policies is the sole responsibility of the employee and is handled through payroll deductions. The policies available are:

1. Accident Expense Plan
2. Cancer Protector Plan
3. Short-Term Disability Plan
4. Long-Term Care Plan
5. Intensive Care Plan
6. Term Life Insurance Plan
7. Specified Health Event Plan

For new employees, these plans will become available on the first day of the month following thirty (30) days of employment.

401 (k) Retirement Plan

Chester Career College has established a "Qualified Retirement Plan" in order to provide a retirement benefit and/or an opportunity to save for retirement on a tax-deferred basis for eligible employees and their beneficiaries.

Employees must work 1,000 hours within a twelve (12) month period of service with CCC to qualify for participation.

For current employees, this twelve-month period commences upon employment and ends on the employee's anniversary date. If the employee does not work 1,000 hours during his/her initial twelve months of employment, he/she must then work 1,000 hours within any calendar year to qualify for participation.

Once qualified, employees will enter the plan on the first day of the next calendar quarter.

Cafeteria Plan

Chester Career College sponsors an employee benefit program known as a Flexible Benefit Plan. Under Federal tax laws, it is also known as a “Cafeteria Plan”. The purpose of the Plan is to allow employees to choose from the several different insurance and fringe-benefit programs above and allow them to use pre-tax dollars to pay for them.

Employees should contact the CCC’s Human Resource Department with any questions they might have regarding any of the above-mentioned policies.

HIDDEN COMPANY BENEFITS

Workmen’s Compensation
Social Security
Unemployment Compensation

Most injuries and illnesses which arise out of employment are covered by workmen’s compensation insurance. The full premium for this insurance is paid by CCC. Workmen’s compensation coverage provides payment of all medical expenses and a portion of the employee’s regular wages. Workmen’s compensation benefits are available as determined by the Industrial Commission of Virginia under the Virginia Workmen’s Compensation Act.

PAYROLL DEDUCTIONS

Federal and state income taxes and social security payments, all required by law, are deducted from your earnings. Garnishments and child support enforcement orders may also require deductions from your check. Often these deductions may change as they are affected by changes in the amount you earn, by legislation or by the number of dependents you declare.

You may authorize other deductions including medical insurance and dental insurance.

PROMOTIONS

The company makes every effort to promote from within. Before filling any positions from outside, we look carefully at any current employees who may be qualified. Supervisors may recommend employees for promotion. Employees are encouraged to apply for specific openings that may occur from time to time and to let management know, in general, if they are interested in career advancement. Employees are especially encouraged to enroll in courses or seminars that will broaden their qualifications and to report the successful completion of those courses to management. The supervisor of the affected department has a key role in recommending an employee for a promotion, although the School Director makes the final decisions.

PERSONAL LEAVE

Personal leave includes time when you are sick, caring for a family member who is ill, doctors' appointments, personal business and vacation leave. An employee may not take more than one week of personal leave for vacation purposes at any one time. Any time taken for doctors' appointments, personal reasons, etc. will be deducted from your accrued time.

A Request for Leave form must be completed by the employee and approved by the supervisor before permission is given for time off. All Requests for Leave must be completed and approved in advance (Form 554), except for emergency situations. We ask that you schedule your vacation a month in advance. In order to ensure proper staffing, proposed vacations must be approved by the School Director.

Full-time employees will accrue .83 days of personal leave per month (10 days per year) during the first 24 months of service. Employees will accrue 1.15 days of personal leave per month (14 days per year) for months 25 through 48, and 1.5 days of personal leave per month (18 days per year) for all months thereafter.

No more than 15 days of personal leave may be carried over from year to year by any employee. Employees may not take vacation leave during the first six months of employment.

Personal Time off (PTO) will only be paid if the employee is an active employee. If an employee is terminated or resigns, accrued time will not be paid.

BEREAVEMENT LEAVE

The company will allow each employee up to three (3) days off for the funeral of a close relative (parent, child, spouse, brother, sister or grandparent). These days will be taken from the employees accumulated leave time. The employee must inform his or her supervisor as soon as possible that such leave is needed.

DISABILITY

Any employee at CCC may be granted a leave of absence by the School Director, without pay, for illness or injury after personal leave has been exhausted. All disability leave requires a doctor's letter explaining the reasons for the disability and the expected dates of departure and return, if known. CCC will continue to pay the employer's contribution for employees' premiums for group health insurance during the leave for up to sixty (60) calendar days. Only after an employee has exhausted all accrued leave is he or she eligible for Disability Leave. Such leave is without pay and is for a maximum of sixty (60) calendar days.

Any injury received while on the job, no matter how minor, must be reported to the supervisor immediately and must be in writing. A copy should also be forwarded to the School Director. Failure to report an injury can jeopardize treatment and workers' compensation insurance coverage. The supervisor is required to make a detailed report to the School Director on the same day.

Disability includes pregnancy, childbirth and related medical conditions. CCC follows the current Family Medical Leave Act.

JURY DUTY

When an employee is called to serve on a jury, he or she will be granted a leave of absence as long as he/she submits the jury summons to the School Director. An employee will receive his or her regular pay for up to two weeks of jury duty per year, minus the amount paid for serving on the jury. When you return to work, you must submit to the School Director a statement from the court detailing the dates you served and the amount you were paid.

PAID HOLIDAYS

All full-time employees receive pay for the following holidays:

New Year's Day
Martin Luther King Day
Memorial Day
Good Friday
Independence Day
Juneteenth
Labor Day
Thanksgiving Day
Thanksgiving Friday
Christmas Day

INCLEMENT WEATHER CLOSING

In the event of inclement weather and/or other adverse conditions, cancellation of classes and/or late openings will be listed on Channel 12 (NBC) news. A recording will be placed on the school's phone (804)751-9191 and the school's website (www.chestercareercollege.edu) in the event of a closing. Employees and students may call the school to check the status or visit the website for cancellation information.

Channel 12 (NBC) will also list the information if there is a change to the normal class schedule on their website at www.nbc12.com/news/closings.

PERSONAL BEHAVIOR

INTEGRITY AND PROFESSIONAL ETHICS

The standards of integrity imposed upon us because of our professional stature far exceed those imposed upon the typical citizen. This applies to everything we do, whether it is completing an expense report or maintaining class rolls. Our work is subject to careful scrutiny, and an act which might appear to some as only a minor infraction can cause serious criticism of and

repercussions to your reputation or that of the school. You must therefore be constantly alert in your professional and personal dealings to maintain this esteem, and you should notify management immediately if you feel this reputation has been impaired.

ZERO TOLERANCE POLICY

Chester Career College insists upon maintaining a work environment of mutual respect and fairness, and a professional atmosphere conducive to learning, for all of our students and employees.

To accomplish this goal, it has a policy of Zero Tolerance for unlawful acts of discrimination, harassment or retaliation. The Zero Tolerance Policy applies to all activities on school grounds or under school sponsorship. The Zero Tolerance Policy applies to all interaction involving employees of CCC. It applies with the same force and effect to employees at all levels of our organization.

Discrimination or harassment based on race, color, religion, sex, national origin, age, or disability is against the law. Harassment is unwelcome conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, national origin, age, or disability.

Sexual harassment is any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature that could affect an individual's employment status, opportunities, or work performance, or that could create a hostile work environment. It is a form of sex discrimination prohibited by Title VII of the Civil Rights Act of 1964.

Unlawful harassment also may include harassment on the basis of, or related to, any of the characteristics protected under Title VII, the Age Discrimination in Employment Act or the Americans with Disabilities Act. Harassment is prohibited whether it is verbal, physical or written; single incident or ongoing; egregious or mild.

Sexual harassment can occur between members of the same sex or the opposite sex, and the victim, as well as the harasser, can be a man or a woman. Likewise, comments or conduct with racial connotations can be offensive regardless of whether they occur between individuals of the same race and regardless of whether they are directed at the same or a different race.

Harassment can take many forms, depending on the circumstances. Examples include:

VERBAL - name calling, epithets, slurs, negative stereotyping, jokes, and requests for sexual favors.

WRITTEN - graffiti, posting or circulating poems, notes, emails, cartoons, drawings, photographs or other graphic material.

PHYSICAL - touching and other physical contact, finger pointing, gestures, standing too close, unwelcome sexual advances, staring, winking, blocking movement.

Joking, teasing and casual banter, even among friends, may create an intimidating, hostile or offensive environment, either for those directly involved or for those who witness this conduct. We must all take a broader view of the school environment and avoid conduct of any kind that will make others uncomfortable.

The School will not tolerate any individual engaging in verbal, written or physical conduct which creates an intimidating, hostile or offensive environment, regardless of whether such conduct is based upon or directed at race, color, religion, sex, national origin, age or disability. Offensive conduct that does not violate the law may still violate this policy and result in discipline.

In order to safeguard our school environment, the administration must be aware of conduct that violates this Zero Tolerance Policy. If you are the subject of, or witness to, harassing or offensive conduct or believe that a form of harassment has occurred, you must immediately report the incident to the School Director or CEO. Your complaint will be treated as confidentially as possible, recognizing the School's obligation and commitment to investigate and address all incidents of discrimination or harassment.

If you encounter harassing conduct, you should tell the harasser that the conduct is unwelcome or improper, and it must stop. If you are uncomfortable confronting the harasser or are concerned about your safety, you must report the conduct to the School Director or CEO immediately so that it can be stopped.

To effectively maintain this Zero Tolerance Policy, the School must have the cooperation of all employees. All complaints of harassment and discrimination are taken seriously and will be promptly investigated and appropriately addressed. Every employee has an obligation to cooperate fully in such an investigation. Failure to do so may result in disciplinary action, up to and including termination.

The School will not tolerate any form of retaliation against employees who have filed a complaint in good faith or participated in good faith in an investigation. Individuals who engage in retaliation will be subject to discipline, up to and including termination, regardless of whether the initial complaint is substantiated. False reports of discrimination or harassment or providing false information in the course of an investigation also may result in discipline, up to and including termination.

RULES OF CONDUCT

All employees must exercise the utmost discretion regarding all matters of official business of CCC. Employees shall refrain from making any public pronouncements or any action that might adversely affect CCC. The School Director is the official spokesperson for the institution, and no employee shall communicate information to any person that has not been made public or in any circumstance represent the institution without prior approval of the School Director.

All student records and information are confidential. All employees must assume the highest degree of confidentiality and integrity to the best interests of CCC's students.

The following is a list of examples of conduct which will usually result in discipline. The level of discipline imposed will be determined by the circumstance, the employee's prior disciplinary record, the employee's work record and other relevant factors:

1. Consumption of alcoholic beverages during the working day or reporting to work under the influence of alcohol. In addition, you are expected to use moderation in the consumption of alcoholic beverages during any social events sponsored by CCC.
2. Possession or use of illegal drugs or legal drugs for which the employee has no prescription, during office hours or while representing CCC in any capacity at any place, is grounds for immediate dismissal, as is reporting to work under the influence of drugs.
3. Insubordination, i.e., refusal to comply with instructions of supervisor
4. Falsifying application for employment or other records
5. Unauthorized removal of fellow workers', student's or employer's property
6. Use of obscene, abusive or threatening language
7. Excessive absenteeism or tardiness
8. Failure to report absence properly
9. Leaving the office during regular working hours without permission
10. Creating unsafe or unsanitary conditions
11. Unauthorized use of CCC's name to establish accounts or make any type of purchases without the written permission of the CEO.
12. No soliciting of any kind will be allowed involving students, staff or faculty
13. It is expected that members of our company will conduct themselves with dignity and propriety in their relationships with other employees. Accordingly, employees should exercise discretion in their personal relationships with other employees to ensure that their professional relationship and the reputation of the company are not impaired. The school discourages social relationships among employees in that it can be disruptive in the workplace and minimize the effectiveness of the supervisor and subordinates' roles.
14. It is expected that our employees will avoid even the appearance of impropriety or favoritism with our students. Accordingly, employees are to refrain from personal relationships with our students. Any employee who enters into anything other than a professional relationship with one of our students will be subject to discipline up to and including dismissal.

This list is merely illustrative and does not include all matters which may result in discipline.

Identification Badge Policy & Procedure

CCC requires that all students and staff wear identification badges at all times while on campus and/or clinical and externship sites. New students must receive their identification badge within the first 15 days of their attendance at CCC.

The identification badge is considered part of the required dress code for faculty, staff and students. Failure to comply with the requirements of the dress code policy to include the proper display of the identification badge will result in disciplinary action.

Instructors are responsible for ensuring that students remain in compliance. Students identified to be out of compliance must be formally counseled by the instructor or Program Director.

DRESS CODE POLICY

Staff members should bear in mind from your very first day; you are representatives of the company. Your personal appearance and actions and the impressions you make are important to your advancement and to the continuing development of the reputation of the company.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image CCC presents to customers and visitors.

During business hours, you are expected to present a clean and neat appearance and to dress according to the requirements of your position. Employees are expected to dress in a manner that is acceptable to business establishments.

All employees are required to wear CCC ID Badges at all times.

All male administrators are expected to wear dress pants, dress shirts and appropriate dress footwear (No sneakers, flipflops or sandals); neckties are acceptable but not required.

All female administrators are expected to present a business appearance. e.g.... suits, dress slack, blouses, dress sweaters, with appropriate dress footwear. (No sneakers or flipflops)

Unacceptable attire - Not permitted:

- suggestive attire
- low-cut blouses
- short skirts
- undergarments showing
- denim of any kind or any clothing with jean-like appearance
- athletic clothing
- leggings
- shorts
- no flip flops, crocks, snow boots, sport shoes (e.g. leather sneakers)
- T-shirts unless approved in advance

Acceptable attire:

dress shirts
dress pants/slack
blouses, dresses, sweaters
dress socks/hosiery
dress shoes
necktie

All medical faculty will follow administrative dress code with the following additions:

- White lab coat for all classes (didactic, lab, and clinical)
- Shoes must be “closed toed” and low heeled acceptable in a medical environment. (i.e. doctor’s office, hospital, clinics). No sandals, boots, hiking boots, etc. allowed.

- One pair of earrings/necklaces – stud typed not to extend below the earlobe. No large dangle earrings are permitted at any time.
- Any visible body piercing or tongue rings are prohibited. Tattoos should be covered at all times.
- Caps or head coverings are not allowed at any time
- Fingernails should not be seen past the fingertips when the palm is facing you. Acrylic nails must be modest in color and meet length requirement.
- Hair must be off the collar during classroom/lab/clinical setting.

The first time an employee appears for work inappropriately dressed to include any of the above items, he/she will be sent home and directed to return to work in proper attire. Under such circumstances, employees will not be compensated for the time away from work.

Repeated offenses will be subject to discipline up to and including dismissal.

FRATERNIZATION

Chester Career College has a strict policy that prohibits the fraternization between the staff/faculty and the students attending our college. No staff or faculty member should socialize with any active or prospective student off campus unless otherwise approved by the School Director.

Plagiarism and Copyright Policy For All Faculty, Staff and Employees

Chester Career College purchases materials and resources to supplement instruction of students. The use of these materials is for the sole purpose of assisting in the educational instruction of CCC students. These materials and resources shall **not** be copied, borrowed or used for any other purpose.

RETURN OF PROPERTY

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all company property, including but not limited to confidential information, immediately upon request or upon resignation or termination of employment.

VOICE AND ELECTRONIC MAIL

Voice and electronic mail are the property of CCC and are subject to review by management at any time. CCC reserves the right to monitor E-mail. The E-mail system is the property of CCC and should only be used for employer-related uses. Employees should not disclose E-mail messages to anyone other than authorized employees. Employees do not have a personal privacy

right to a matter received or sent on E-mail. CCC will erase E-mail messages periodically. Offensive language is not to be used including sexually explicit remarks. E-mail is not to be used for gossip and trivial purposes.

CONFIDENTIALITY/PRIVACY ACT

Students frequently wish to discuss their problems with faculty and staff members. While the school encourages its employees to be supportive of student concerns and needs, the confidential nature of student problems must be respected. Faculty and staff will not discuss student problems with other faculty and staff members unless the student's safety or wellbeing of the student is directly involved unless prior consent is given by the student.

The catalog informs students that information will not be released regarding their enrollment status, academic progress, attendance, housing, financial status, or Review Board issues without their prior release and authorization. Faculty and staff should avoid situations that could result in the unauthorized disclosure of confidential student information.

CCC employees are held individually responsible for respecting the confidentiality of students. Personnel files are considered management records and are therefore not accessible to employees.

The School has established a policy of not giving out home telephone numbers or addresses of students or employees. Emergency situations may be presented to the School Director for review. It is important that employees update their address/home number at all times during and after employment with the School.

CONFIDENTIALITY OF PROPRIETARY INFORMATION

The financial position of the school and courses of action taken by the school in its relations with other organizations are regarded as confidential. Maximum security is to be applied to course outlines, lesson plans, tests, employer lists, academic and financial records, applicant/student lists, employee list, proposals, curriculum development plans, expansion plans, long range plans or accreditation issues.

Lesson plans must be returned at the conclusion of the subject. Instructors are NOT permitted to copy lesson plans and/or redistribute lesson plans to other instructors.

TITLE IV LOAN CODE OF CONDUCT

CCC disseminates the following information annually to all of the institution's officers, agents, and employees.

The institution's officers, agents, and employees may not receive directly or indirectly: points, premiums, payments, stock or other securities, prizes, travel, entertainment expenses, tuition

payment or reimbursement, the provision of information technology equipment at below market value, additional financial aid funds or any other inducement from a guaranty agency or eligible lender in payment for securing applicants for Title IV loans.

The institution or its employees does not provide names, addresses and/or e-mail addresses of students or prospective students or parents to eligible lenders or guaranty agencies for the purpose of conducting unsolicited mailings, by either postal or electronic means, of student loan applications.

The institution does not allow any employee of the guaranty agency or eligible lender to perform any school-required function for a school participating in the Loan Program, except exit counseling. The institution does not permit guaranty agencies to conduct fraudulent or misleading advertising concerning loan availability, terms or conditions.

CCC does not permit an employee to enter into a consulting arrangement or other contract with an eligible lender.

The institution does not permit an employee working in the student financial aid office to serve on an advisory board for an eligible lender.

GRIEVANCE PROCEDURE

Any employee who desires to file a grievance about any action or another employee of the school must follow the procedure outlined below:

1. The aggrieved party should first bring the matter to the attention of his/her immediate supervisor.
2. If the employee is not satisfied at this level or if the employee for some reason feels unable to bring the matter first to the attention of the immediate supervisor, the matter should then be brought to the attention of the School Director. The School Director may be contacted in person or in writing.
3. If the matter cannot be resolved by the School Director, the employee may appeal in writing to the Board of Directors of Chester Career College at the following address:

Chester Career College
P.O. Box 211
Chester, VA 23836

4. If the employee wishes to file a complaint/grievance against the School Director who is the Chief Administrator, they may skip steps 1 & 2 above and appeal directly to the Board of Directors.

Job Descriptions

JOB TITLE: President

REPORTS TO: Board of Directors

JOB DESCRIPTION: The President is head of the Board of Directors. He/she is ultimately responsible for all of the operations of the college. This position requires an individual knowledgeable with various aspects of the operation of a private school and its regulatory requirements. This person must have a bachelor's degree from an accredited college or university or a minimum of five years of infield work experience.

RESPONSIBILITIES:

1. Establishing and carrying out organizational procedures, goals, and policies.
2. Directing and overseeing the 's budgetary and financial activities.
3. Consulting with other board members, executives, and staff about general operations.
4. Analyzing performance indicators, financial statements, and sales reports.
5. Identifying areas to cut costs while improving programs, performance, and policies.
6. Participate in the establishment of general policy governing the administration of the college.
7. Assist in the development of the strategic plan.

JOB TITLE: Chief Executive Officer (CEO)

REPORTS TO: Board of Directors

JOB DESCRIPTION: The CEO will be one of the officers of the corporation and subject to the control of the Board of Directors. He/she is ultimately responsible for all of the operations of the corporation. This position requires an individual knowledgeable with various aspects of the operation of a proprietary school and its regulatory requirements. This person must have a bachelor's degree from an accredited college or university or a minimum of five years of infield work experience.

RESPONSIBILITIES:

1. Responsible for the overall operation of the college.
2. Participate in the establishment of general policy governing the administration of CCC.
3. Assist in the development of the corporation's strategic plan.
4. Assist in the development and implementation of the annual budget.

JOB TITLE: School Director

REPORTS TO: Chief Executive Officer

JOB DESCRIPTION: This position requires an individual with knowledge of the procedures and policies for operating a private career school. Knowledge of the educational programs offered by CCC as well as financial aid and admissions procedures is desired. The School Director should have a credential of completion from an accredited post-secondary institution or at least five years' infield work experience.

He/She must have leadership abilities and be able to coordinate the activities of several departments for one common purpose: To provide a quality educational experience for the students and to place them in jobs for which they have been trained.

RESPONSIBILITIES:

1. Ensure compliance with all regulating bodies
2. Carry out the administration policies of the school.
3. Provide professional leadership for the faculty and staff.
4. Appoint, assign, promote or terminate services of all instructional, administrative, clerical or other supporting staff at the school.
5. Procure all equipment, supplies and materials covered by the annual budget.
6. Assist in the preparation of the annual budget.
7. Serve as official spokesman for the school in the dissemination of information about the school to other agencies, to civic and business organizations, alumni and general public.
8. Regularly evaluate all aspects of the school's operation.
9. Coordinate the preparation of accreditation information.
10. Seek and maintain approval and revisions to educational programs.
11. Develop and implement an assessment program for determining program effectiveness.
12. Ensure the facilities, furnishing and equipment are clean and well maintained.
13. Ensure staff and faculty maintain proper and professional dress code and conduct.
14. Ensure minutes for all staff and faculty meetings are documented and maintained in a well-organized manner.
15. Ensure outcomes assessments are met or exceed accreditation standards.
16. Responsible for the overall growth of the campus.

JOB TITLE: Director of Accounting

REPORTS TO: School Director

JOB DESCRIPTION: The Director of Accounting position requires a person with a thorough understanding of Generally Accepted Accounting Principles and Financial Statement Preparation. It also requires a good working knowledge of payroll processing and general human resource functions. In addition, this position requires an individual with good written and verbal communication skills.

RESPONSIBILITIES:

1. Supervise and provide guidance to the accounting staff.
2. Prepare weekly and monthly financial statements, cash burn and 90/10 reports by doing:
 - a. Reviewing all revenue posting for the period
 - b. Prepare and update balance sheet schedules
 - c. Book all accrual entries as needed
 - d. Review and verify all bank reconciliations
 - e. Perform balance sheet review
 - f. Perform profit and loss statement review
 - g. Perform cash burn review
 - h. Make adjustments as needed
3. Perform treasurer functions in regard to cash management and cash transfers as required.
4. Perform financial statement review and balance sheet account reconciliations.
5. Process bi-weekly payroll.
6. Prepare and submit all payroll tax deposits and returns as required.
7. Prepare and submit all other payroll liabilities as required.
8. Prepare and mail W-2s, 1099's, and 1098Ts as required.
9. Prepare checks for vendor payments.
10. Prepare aging, accounts receivables, and weekly cash receipts reports.
11. Prepare monthly petty cash reconciliations.
12. Responsible for all employee benefits.
13. Responsible for ensuring that the following duties are performed in a timely manner:
 - a. Monthly bank statements are reconciled
 - b. Vendor bills are entered and processed accurately
 - c. Personnel files are current and maintained properly
 - d. All vendor files are organized and filed properly
 - e. All payroll reports and payroll related items are filed properly
14. Perform other duties as assigned by the CEO.

JOB TITLE: **Director of Student Account Services (Default Management)**

REPORTS TO: **Chief Executive Officer**

JOB DESCRIPTION: This position requires a person who is well organized, pays close attention to detail, is self-motivated, enthusiastic and able to work independently without close supervision. Must have good customer service skills, knowledge of compliance and legal resources associated with default management. A credential of completion from an accredited post-secondary educational institution and/or five years' infield work experience is required. Managerial experience is helpful.

RESPONSIBILITIES:

1. Default Management
2. Implement and maintain in-house Default Management program.
3. Create, revise and implement effective policies and procedures to improve default management.
4. Train employees in new policies and procedures for default management.
5. Work with loan servicers to maintain current borrower information
6. Monitor monthly cohort reports
7. Risk Assessment and monitoring of student borrowers
8. Utilize third party verification service for contact information verification
9. Maintain, update and provide third party servicer with current borrower contact Information
10. Perform Collections
11. Maintain/revise collection policies, procedures and forms.
12. Run, review and maintain company background screening documents
13. Monitor and request VASP screenings
14. Maintain/review and ensure compliance with affiliation agreements
15. Initiate civil litigation, prepare trial information, communicate with attorney, and appear for trials
16. Determine eligibility for students to receive transcripts, diplomas, participate in externship and graduation by verifying status of financial obligations
17. Work collection accounts until such time they must be turned over to third party agency
18. Work with third party collection agencies as needed

JOB TITLE: **Academic Dean**

REPORTS TO: **School Director**

JOB DESCRIPTION: This position requires a person who has knowledge and skills in the area of education training or Supervisor. It also requires someone who is motivated to supervise instructors assigned to these programs; coordinate class related schedules, procedures and course outlines. The person who fills this position must be willing to substitute as needed and is seen as primarily responsible for maintaining the programs' smooth functioning and meeting the needs of all students enrolled. This person will work closely with the School Director in establishing quality practices for the programs offered at CCC. The individual must hold a bachelor's degree or a minimum of 3 years of Supervisor experience.

RESPONSIBILITIES:

1. Ensure the program is in compliance with all regulatory agencies.
2. Make budget recommendations and administration, consistent with the policies of CCC.
3. Maintain professional competence through such activities as continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
4. Participate in the evaluations of resources, facilities and services.
5. Develop, implement and evaluate the philosophy and objectives of the Allied Health programs.
6. Design, implement, evaluate and revise the curriculum.
7. Participate in the development and evaluation of student admission, progression, retention and graduation policies.
8. Provide academic advisement and counseling to students.
9. Provide opportunities for students and graduates to evaluate curriculum, teaching methods and program effectiveness.
10. Ensure that minutes are documented for each faculty meeting.
11. Orient, train and supervise Allied Health faculty.
12. As a member of the admissions committee, recommend approval or disapproval of applications for entry and re-entry into programs.
13. Interview personnel and make hiring recommendations to the School Director.
14. Meets with all allied health instructors either as a group or on a one-to-one basis to discuss concerns or any other agenda related to the functioning of programs.
15. Is ultimately responsible for making sure that all class records and instructor reports are accurate, up to date, and completed properly.
16. Supervise instructor's retention efforts.
17. Each semester, prepare a list of students who are on probation, have been taken off probation, or have been dismissed, and give the list to the School Director.
18. Notify students who are on academic probation or have been academically dismissed.

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Academic Dean
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19. Ensure that all textbooks, instructor manuals, and other supplies are in stock prior to the dates they are needed.
20. Assist with the planning and organization of student orientation.
21. Prepare class schedules for students by planning and organizing classrooms, faculty, and breaks.
22. Assist with arranging student graduation ceremonies and attends each ceremony.
23. Observe instruction and prepare instructor performance evaluations at prescribed intervals.
24. Plan and organize professional development sessions for faculty.
25. Assist the School Director in evaluating and planning for the future growth and development of academic programs.
26. Participate in Advisory Board meetings; makes recommendations to the School Director and Career Services of persons who may contribute as an Advisory Member.
27. Perform other duties as assigned by the School Director.

JOB TITLE: Director of Career Services

REPORTS TO: School Director

JOB DESCRIPTION: This position requires a person who is well organized, pays close attention to detail, self-motivated, enthusiastic and able to work independently without close supervision. The Director of Career Services must also have the ability to interact with a variety of students, staff, faculty, and community leaders. Excellent phone skills and etiquette are necessary.

RESPONSIBILITIES:

1. Effectively promote career services offered by CCC.
2. Assist students during the orientation process with the completion of necessary placement forms.
3. Maintain cordial relations with community and business leaders.
4. Teaches CD101 and assist with CD102 as needed for required programs.
5. Coordinate an externship referral program; interview applicants to determine interests, skills, strengths and weaknesses; advise on externship choices; and refer for additional training and experience when indicated.
6. Locate and acquire new externship sites to match goals as set by supervisor.
7. Plan and prepare Drug and Alcohol Prevention workshops.
8. Visit sites and obtain signed agreements prior to placing students at site.
9. Maintain contact with local employers to obtain information on externship opportunities to develop and enhance working relationships and to facilitate student placement.
10. Maintain a database of employment opportunities.
11. Supervise externship training.
12. Adhere to all regulatory compliance requirements and rules of externship.
13. Track Externs attendance and progress to ensure that all extern assignments are completed.
14. Maintain ongoing contact with each student.
15. Keep accurate student externship documentation for files.
16. Secure all necessary documentation from Externs and Site Managers (i.e. Time Cards, Extern Evaluations Reports, Student Externship Facility Evaluations, etc.).
17. Coordinate and assist with the recruitment of Advisory Board Members and the planning and preparation of semi-annual meetings.
18. Attend scheduled staff meetings.
19. Coordinate graduation ceremonies.
20. Comply with all regulations and ensures that all accreditation standards are met.
21. Perform other duties and responsibilities as assigned by the School Director.

JOB TITLE: **Admissions Officer**

REPORTS TO: **Admissions Director/ School Director**

JOB DESCRIPTION: This position requires a well-organized, self-motivated person who pays close attention to details. He/she must be enthusiastic and a self-starter. This person must also be able to interact with a variety of prospective and current students and staff. Credential of completion from an accredited post-secondary institution is preferred, however, experience may be substituted for education. Excellent phone skills and etiquette are necessary as is the ability to keep accurate records.

RESPONSIBILITIES:

1. Effectively generate leads, set appointments, and interview prospective students.
2. Enroll qualified applicants.
3. Maintain accurate admissions' files for all students. Fill out all necessary forms and routes to the proper department.
4. Follow up on all applicants who do not enroll the first time they come in to be interviewed but showed an interest in starting in one of the educational programs.
5. Keep accurate records to enable follow-up calls and letters to be sent out in a timely fashion.
6. Ensure all enrolled students have their class starts confirmed by phone calls prior to their starting classes.
7. Assist with student orientation.
8. Comply with all regulations and ensures that all regulatory standards are being met.
9. Prepare and submit weekly reports to the School Director.
10. Perform other duties as assigned by the School Director.

JOB TITLE: Financial Aid Officer

REPORTS TO: School Director

JOB DESCRIPTION: This position requires an individual with the ability to effectively communicate with students and prospective students regarding all available means of financing their education. This person must be able to interpret and explain governmental rules and regulations as well as the individual students' responsibilities when obtaining financing. He/She must have a credential of completion from an accredited post-secondary institution or two years of infield work experience is required.

RESPONSIBILITIES:

1. Determine specific financial programs for which a student qualifies, and which best serves his/her needs.
2. Interview students and/or parents regarding eligibility requirements for financing.
3. Assist student is submitting Free Application for Federal Student Aid (FAFSA) on Studentaid.gov.
4. Assist students and/or parents in the completion of all financing forms (Student Loan Promissory Note and Installment Note, Entrance and Exit counselling in a timely manner).
5. Distribute information regarding financing sources to prospective students and/or parents.
6. Review (audit) all student files for completion on a timely manner and periodic basis so that continued and efficient assistance may be afforded to all aid recipients.
7. Process all award letters for prospective and continuing students based on the information on the ISIR'S and any changes in tuition.
8. Make sure that all continuing students are fully packaged prior to new mod starts.
9. Submit supportive documentation needed to resolve conflicts and/or problems to Finance Director and ECM (FA Solutions) immediately.
10. Make sure that the Finance Director and School Director is aware of all potential problems.
11. Conduct verification on all students selected for verification within two business days of receipt of ISIR and initials the ISIR by the EFC.
12. Organize and prioritize the department functions to establish a conducive environment.
13. Process parent plus approval from COD.
14. Utilize NSLDS and COD for all prospective and continuing students for all Title IV eligibility.
15. Utilize IRS data retrieval tool to obtain federal tax returns to include W-2's or obtain hardcopy of Federal tax returns at initial interview.
16. Conduct Finance Department orientation for prospective students.
17. Meet with Department Heads weekly on items of concerns with students.
18. If requested, certify VA students on VA Once.
19. Process return to Title IV calculations.
20. Perform other duties as assigned by the School Director or Finance Director.

JOB TITLE: **Director of Marketing and Public Relations**

REPORTS TO: **Chief Executive Officer**

JOB DESCRIPTION: This individual must possess experience in sales (such as real estate); office management (with emphasis on motivation and retention); and project management (with emphasis on planning, organizing, directing, and controlling). This person must have a credential of completion from an accredited college or university and/or relevant in-field work experience.

RESPONSIBILITIES:

1. Provide assistance to all Admissions and Placement personnel.
2. Should be flexible and available to assist the School Director, Director of Education, and Chief Operations Officer as needed.
3. Stay abreast of the status of the Admissions and Placement Departments.
4. Responsible for the advertising of the school and its programs via media, brochures, job fairs, etc.
5. Comply with all regulatory agencies and standards.
6. Ensure that required admissions and placement documents are maintained.
7. Prepare statistical reports of admissions and placement results to be used as a basis for advertisement and to provide prospective students with information.
8. Train Admissions and Placement personnel.
9. Effectively promote all programs offered by CCC.
10. Establish a good rapport with the community and local employers.
11. Receive and review all placement and admissions reports
12. Track all advertising placed to determine effectiveness.
13. Study market conditions to determine feasibility of adding/deleting programs.
14. Revise and maintain Admissions and Placement Manuals as needed.
15. Perform other duties and responsibilities as assigned by the CEO.

JOB TITLE: Registrar

REPORTS TO: School Director

JOB DESCRIPTION: This position requires an individual with good verbal and written communication skills and the ability to work well with faculty and staff. This person should be well organized, pay close attention to detail, and able to meet deadlines established by School Director. A credential of completion from an accredited post-secondary educational institution and/or two years' infield work experience required.

RESPONSIBILITIES:

1. Prepare and maintain student academic files and other student records.
2. Oversee the maintenance and period audits of student records.
3. Determine "no shows" and withdrawals and publishes the weekly Student Status Change Report
4. Ensure attendance is entered on a daily basis and grades are entered as required by school policy
5. Reviews and oversees the accuracy of the SSR for multiple campuses
6. Maintains a current master attendance record for all classes
7. Prepare student report cards and permanent record cards. Ensure the student receives the original and keep a copy on file.
8. Ensure that all required documents are in student files and notifies the School Director or appropriate staff person of items needed to complete files.
9. Compile a list of names, addresses, and majors of students to graduate each session.
10. Prepare the graduation program and receives final approval from the School Director prior to having it printed.
11. Regularly evaluate the student record keeping processes and procedures for update and efficiency. Make recommendations for improvement.
12. Serve as backup for Secretary/Receptionist.
15. Perform other duties as assigned by School Directors.

JOB TITLE: Secretary/Receptionist

REPORTS TO: School Director

JOB DESCRIPTION: This job requires a conscientious individual who pays close attention to details. Excellent phone voice and etiquette are essential. A friendly personality and the ability to handle more than one project at a time are required. The ability to keep accurate records is also required. He/She must be flexible and willing to help other staff as needed. This person must have a certificate of completion from an accredited post-secondary institution or infield work experience.

RESPONSIBILITIES:

1. Answer all incoming calls, directs them to the appropriate person/department, and provides follow-up information as needed.
2. Greet prospective students and guests when they enter the building and informs appropriate person of their arrival.
3. Perform clerical support services for the School Director and other faculty and staff as requested.
4. Serve as backup for the Records Department.
5. Receive student payments and issue receipts.
6. Prepare bank deposits.
7. Conduct office inventory for supply orders.
8. Conduct uniform inventory for restocking.
9. Prepare surveys to be distributed each mod.
10. Perform other duties as assigned by the School Director.

JOB TITLE: Allied Health Program Director

REPORTS TO: Academic Dean

JOB DESCRIPTION: The Program Director must hold at a minimum an associate's degree or documented equivalence of a combination of education and direct industry experience as well as education management and/or leadership experience. Documents the equivalent of three years' full-time experience in an Allied Health discipline. Preferred candidate will have a program certification in an Allied Health discipline with additional education and experience necessary to administer, plan, implement, and evaluate the Allied Health programs.

RESPONSIBILITIES:

The Allied Health Program Director performs the following duties and responsibilities for the Allied Health programs:

1. Ensures the program is in compliance with all regulatory agencies.
2. Makes budget recommendations and administration, consistent with the policies of Chester Career College.
3. Maintains professional competence through such activities as Allied Health practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
4. Participate in the evaluations of resources, facilities and services.
5. Develops, implements and evaluates the philosophy and objectives of the Allied Health education programs.
6. Designs, implements, evaluates and revises the curriculum.
7. Participates in the development and evaluation of student admission, progression, retention and graduation policies.
8. Provides academic advisement and counseling to students.
9. Contacts students who develop poor attendance patterns and provide appropriate counseling.
10. Ensures faculty and students maintain proper and professional dress code and conduct at all times.
11. Ensures equipment and facility is clean and well maintained.
12. Provides opportunities for student and graduate evaluation of curriculum, teaching and program effectiveness.
13. Ensures that minutes are documented in each faculty and committee meeting.
14. Assist the Career Service Director in establishing agreements for students training.
15. Orients, trains and supervises all Allied Health faculty.
16. Prepares weekly student status reports to the Academic Dean.
17. Interviews personnel and makes recommendations to the Academic Dean.
18. Meets bi-weekly with all Allied Health instructors either as a group or on a one-to-one basis to discuss concerns or any other agenda related to the functioning of programs.
19. Is ultimately responsible for making sure that all class records and instructor reports are accurate, up to date, and completed properly.

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Allied Health Program Director
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20. Is responsible for making sure that all attendance cards and grade books are kept current and that they remain on campus at all times.
21. Supervises instructor's retention efforts.
22. Works with Academic Dean to notify students who are on academic probation or have been academically dismissed.
23. Ensure that all textbooks, instructor manuals, and other supplies are in stock prior to the dates they are needed.
24. Assists with the planning and organization of student orientation.
25. Prepares classes for students by planning and organizing classrooms, faculty, and breaks.
26. Assists with arranging student graduation ceremonies and attends each ceremony.
27. Observes instruction and prepares instructor performance evaluations at prescribed intervals.
28. Plans and organizes professional development sessions for faculty with the Academic Dean.
29. Assists the Academic Dean and the School Director in evaluating and planning for the future growth and development of the program.
30. Participates in Advisory Board meetings; makes recommendations to the School Director and Career Services Director of persons who may contribute as an Advisory Board Member.
31. Performs other duties as assigned by the School Director/ Academic Dean.

JOB TITLE: **Surgical Technology Program Director**

REPORTS TO: **Academic Dean**

JOB DESCRIPTION: The Surgical Technology Program Director must be a Registered and/or Certified Surgical Technologist, with additional education and experience necessary to administer, plan, implement, and evaluate the surgical technology program. He/she must hold a minimum Associate degree or documented equivalence of a combination of education and direct industry experience. Documents the equivalent of three years full-time experience in the professional discipline.

RESPONSIBILITIES:

The Surgical Technology Program Director performs the following duties and responsibilities for the surgical technology program:

1. Ensures the program is in compliance with all regulatory agencies.
2. Makes budget recommendations and administration, consistent with the policies of Chester Career College.
3. Maintains professional competence through such activities as surgical technology practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
4. Participates in the evaluations of resources, facilities and services.
5. Develops, implements and evaluates the philosophy and objectives of the surgical technology education programs.
6. Designs, implements, evaluates and revises the curriculum.
7. Participates in the development and evaluation of student admission, progression, retention and graduation policies.
8. Provides academic advisement and counseling to students.
9. Contacts students who develop poor attendance patterns and provide appropriate counseling.
10. Ensures faculty and students maintain proper and professional dress code and conduct at all times.
11. Ensures equipment and facility is clean and well maintained.
12. Provides opportunities for student and graduate evaluation of curriculum, teaching and program effectiveness.
13. Ensures that minutes are documented in each faculty and committee meeting.
14. Contacts clinical facilities and assist the Career Service Director in establishing agreements for students training.
15. Orients, trains and supervises all surgical technology faculty.
16. As a member of the admissions committee, recommends approval or disapproval of applications for entry and re-entry based on academic history and potential to succeed.
17. Prepares weekly student status reports to the Academic Dean.
18. Interviews personnel and makes recommendations to the Academic Dean.
19. Meets bi-weekly with all surgical technology instructors either as a group or on a one-to-one basis to discuss concerns or any other agenda related to the functioning of programs.

Job Description
Surgical Technology Program Director
Page 2

20. Is ultimately responsible for making sure that all class records and instructor reports are accurate, up to date, and completed properly.
21. Is responsible for making sure that all attendance cards and grade books are kept current.
22. Supervises instructor's retention efforts.
23. Each semester, prepares a list of students who are on probation, have been taken off probation, or have been dismissed, and gives the list to the School Director and a copy to the Academic Dean.
24. Works with Academic Dean to notify students who are on academic probation or have been academically dismissed.
25. Ensures that all textbooks, instructor manuals, and other supplies are in stock prior to the dates they are needed.
26. Assists with the planning and organization of student orientation.
27. Prepares class schedules for students by planning and organizing classrooms, faculty, and breaks.
28. Assists with arranging student graduation ceremonies and attends each ceremony.
29. Observes instruction and prepares instructor performance evaluations at prescribed intervals.
30. Plans and organizes professional development sessions for faculty with the Academic Dean.
31. Assists the School Director in evaluating and planning for the future growth and development of the program.
32. Participates in Advisory Board meetings; makes recommendations to the School Director and Career Services Director of persons who may contribute as an Advisory Board Member.
33. Performs other duties as assigned by the School Director/ Academic Dean.

JOB TITLE: Allied Health Faculty

REPORTS TO: Academic Dean

JOB DESCRIPTION: This position requires individuals dedicated to providing a quality educational experience to all students. Instructors must believe in the purpose and philosophy of CCC and work toward that purpose. All instructors must have a credential of completion from an accredited post-secondary educational institution and two years of infield work experience.

RESPONSIBILITIES:

1. Develop, implement and evaluate the philosophy and objectives of the Allied Health Programs.
2. Design, implement, teach, evaluate, and revise the curriculum.
3. Attend scheduled faculty meetings.
4. Plan, organize, and promote the teaching of assigned classes.
5. Use course syllabus, lesson plans, and other school publications in class instruction.
6. Maintain accurate grades and attendance records.
7. Counsel and assist students with academic and attendance problems.
8. Cooperate at all times with other faculty members and employees.
9. Display a positive attitude toward work and toward CCC. Must be professional in conduct, personal appearance, and relationships with other faculty members.
10. Is punctual for all classes and conducts the class for the entire period of time as designated.
11. Abide by all rules and regulations of CCC.
12. Participate in Advisory Board meetings; makes recommendations to the Academic Dean and Career Services of persons who may contribute as an Advisory Member.
13. Attend the Graduation Ceremony for the classes taught.
14. Perform other duties as assigned by the Academic Dean and School Director.

JOB TITLE: Pharmacy Technician Program Director

REPORTS TO: Academic Dean

JOB DESCRIPTION: The Program Director must be a certified and registered Pharmacy Technician with a current unencumbered license in the Commonwealth of Virginia, with additional education and experience necessary to administer, plan, implement and evaluate the education program.

RESPONSIBILITIES:

The Program Director performs the following duties and responsibilities for the program:

1. Ensure the program maintains compliance with all regulatory agencies.
2. Recommend and administer the program budget, consistent with the policies of CCC.
3. Participate in Advisory Board meetings; makes recommendations to the Academic Director and Career Services Director of persons who may contribute as an Advisory Member.
4. Maintain professional competence through such activities as continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
5. Ensure the evaluations of personnel resources, facilities and services are done in appropriate time frames.
6. Design, implement, teach, evaluate, and revise the curriculum as needed.
7. Participate in the development and evaluation of student admission, progression, retention, graduation policies, curriculum, teaching and program effectiveness.
8. Provide academic advisement and counseling to students.
9. Contact clinical facilities and establish agreements for students clinical training.
10. Orient, train and supervise all program faculty.
11. Serve on the enrollment committee for admissions and readmissions.
12. Interview personnel and make recommendations for hiring to the Academic Director and School Director.
13. Hold program faculty meetings.
14. Each semester, prepare a list of students who are on probation, have been taken off probation, or have been dismissed, and give the list to the Academic Director.
15. Notify students who are on academic probation or have been academically dismissed.
16. Ensure that all textbooks, instructor manuals, and other supplies are in stock prior to the dates they are needed.
17. Assist with arranging student graduation ceremonies and attend each ceremony.
18. Plan and organize professional development sessions for program faculty.
19. Ensure all instructional staff receive quarterly evaluations and a yearly formal evaluation.
20. Write a teaching plan for unsatisfactory instructor classroom/clinical evaluation.
21. Perform other duties as assigned by the Academic Director or CEO.

JOB TITLE: Nurse Aide Program Director

REPORTS TO: Academic Dean

JOB DESCRIPTION: The Nurse Aide Program Director must be a registered nurse with a current unencumbered license in the Commonwealth of Virginia, with additional education and experience necessary to administer, plan, implement and evaluate the nursing education program.

RESPONSIBILITIES:

The Nurse Aide Program Director performs the following duties and responsibilities for the nursing program:

1. Ensure the program maintains compliance with all regulatory agencies.
2. Recommend and administer the program budget, consistent with the policies of CCC.
3. Participate in Advisory Board meetings; makes recommendations to the Academic Director and Career Services Director of persons who may contribute as an Advisory Member.
4. Maintain professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
5. Ensure the evaluations of personnel resources, facilities and services are done in appropriate time frames.
6. Design, implement, teach, evaluate and revise the curriculum as needed.
7. Participate in the development and evaluation of student admission, progression, retention, graduation policies, curriculum, teaching and program effectiveness.
8. Provide academic advisement and counseling to students.
9. Contact clinical facilities and establish agreements for students training.
10. Orient, train and supervise all nursing faculty.
11. Interview personnel and makes hiring recommendations to the Academic Director.
12. Hold faculty meetings.
13. Each semester, prepare a list of students who are on probation, have been taken off probation, or have been dismissed, and give the list to the Academic Director.
14. Notify students who are on academic probation or have been academically dismissed.
15. Ensure that all textbooks, instructor manuals, and other supplies are in stock prior to the dates they are needed.
16. Assist with arranging student graduation ceremonies and attend each ceremony.
17. Plan and organize professional development sessions for faculty.
18. Ensure all instructional staff receive quarterly evaluations and a yearly formal evaluation.
19. Write a teaching plan for unsatisfactory instructor classroom/clinical evaluation.
20. Perform other duties as assigned by the Academic Director or School Director.

JOB TITLE: Nurse Aide Faculty

REPORTS TO: Nurse Aide Program Director

JOB DESCRIPTION: This position requires individuals dedicated to providing a quality educational experience to all students. Instructors must believe in the purpose and philosophy of CCC and work toward that purpose. All instructors must hold a current unencumbered license to practice as a registered nurse in Virginia.

RESPONSIBILITIES:

1. Develop, implement and evaluate the philosophy and objectives of the practical nursing program.
2. Design, implement, teach, evaluate, and revise the curriculum.
3. Participate in the development and evaluation of student admission, progression, retention and graduation policies.
4. Participate in academic advisement and counseling of students.
5. Provide opportunities for students and graduates to evaluate the curriculum, teaching methods and program effectiveness.
6. Participate in faculty and committee meetings and document actions taken.
7. Maintain professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
8. Participate in the evaluations of resources, facilities and services.
9. Maintain accurate grades and attendance records.
10. Participate in Advisory Board meetings; make recommendations to the Program Director and Career Services of persons who may contribute as an Advisory Member.
11. Attend scheduled faculty meetings.
12. Attend Graduation Ceremony for the classes taught.
13. Perform other duties as assigned by the Academic Director, Program Director and School Director.

JOB TITLE: Clinical Instructor (Nurse Aide Program)

REPORTS TO: Nurse Aide Program Director

JOB DESCRIPTION: This position requires individuals dedicated to providing a quality clinical educational and learning experience to all students. Instructors must believe in the purpose and philosophy of CCC and work toward that purpose. All instructors must hold a current unencumbered license to practice as a registered nurse in Virginia.

RESPONSIBILITIES:

1. Development, implement and evaluate the philosophy and objectives of the Nurse Aide program.
2. Design, implement, teach, evaluate, and revise the curriculum.
3. Participate in the clinical advisement and counseling of students.
4. Provide positive clinical opportunities for students.
5. Report significant problems, concerns, or suggestions to the Nurse Aide Program Director.
6. Maintain professional competence through such activities as nursing practice, continuing education programs, conferences, workshops, seminars, academic courses, research projects and professional writing.
7. Participate in the evaluations of students, resources, facilities and services.
8. Keep correct and accurate attendance records.
9. Provide clinical supervision at all times for students.
10. Participate in Advisory Board meetings; make recommendations to the Program Director and Career Services Director of persons who may contribute as an Advisory Member.
11. Attend scheduled faculty meetings
12. Attend Graduation Ceremony for the classes taught.
13. Perform other duties as assigned by the Academic Director, Clinical Coordinator, Program Director and School Director.

Employee Orientation

All new employees at CCC shall receive a full orientation of the programs and services offered. Orientations are conducted by supervisory personnel. Items covered during this orientation process include but is not limited to the following:

- _____ Employee Handbook
- _____ School Catalog
- _____ Student Handbook
- _____ Educational Programs
- _____ Payroll Record Procedures
- _____ Direct Deposit Options
- _____ Personnel File Requirements
- _____ Required Work Schedule
- _____ Tour of Facility
- _____ Orientation to Library

In addition, faculty members are also oriented on the following:

- _____ Faculty Handbook
- _____ Student Attendance Requirements
- _____ Grading Scale and Procedures
- _____ Academic Curriculum
- _____ Textbooks and Supplemental Materials
- _____ Report Procedures
- _____ Maintaining Control in the Classroom/Clinical Site

Upon completion of the orientation process, employees must sign and date the statement attesting that they have received an Employee Handbook and completed the orientation process.

ACKNOWLEDGEMENT FORM Receipt of Employee Handbook/Completion of Orientation Process

By signing below, I confirm that I have received my personal copy of the Employee Handbook. I also confirm that I have completed the Employee Orientation as outlined in this handbook. I understand that it is my responsibility to follow the policies, practices, rules and regulations contained in this handbook as a condition of my employment.

Employee Signature

Date

Form 541 Employee Orientation/Acknowledgement Form ct 9/23/08