



MED ACADEMY

Employee Handbook 2020

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Florida Department of Education
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Tallahassee, FL 32399
License # 4218

Med Academy
3418 W 84th Street Suite 106
Hialeah, FL 33018
(786) 792-3350
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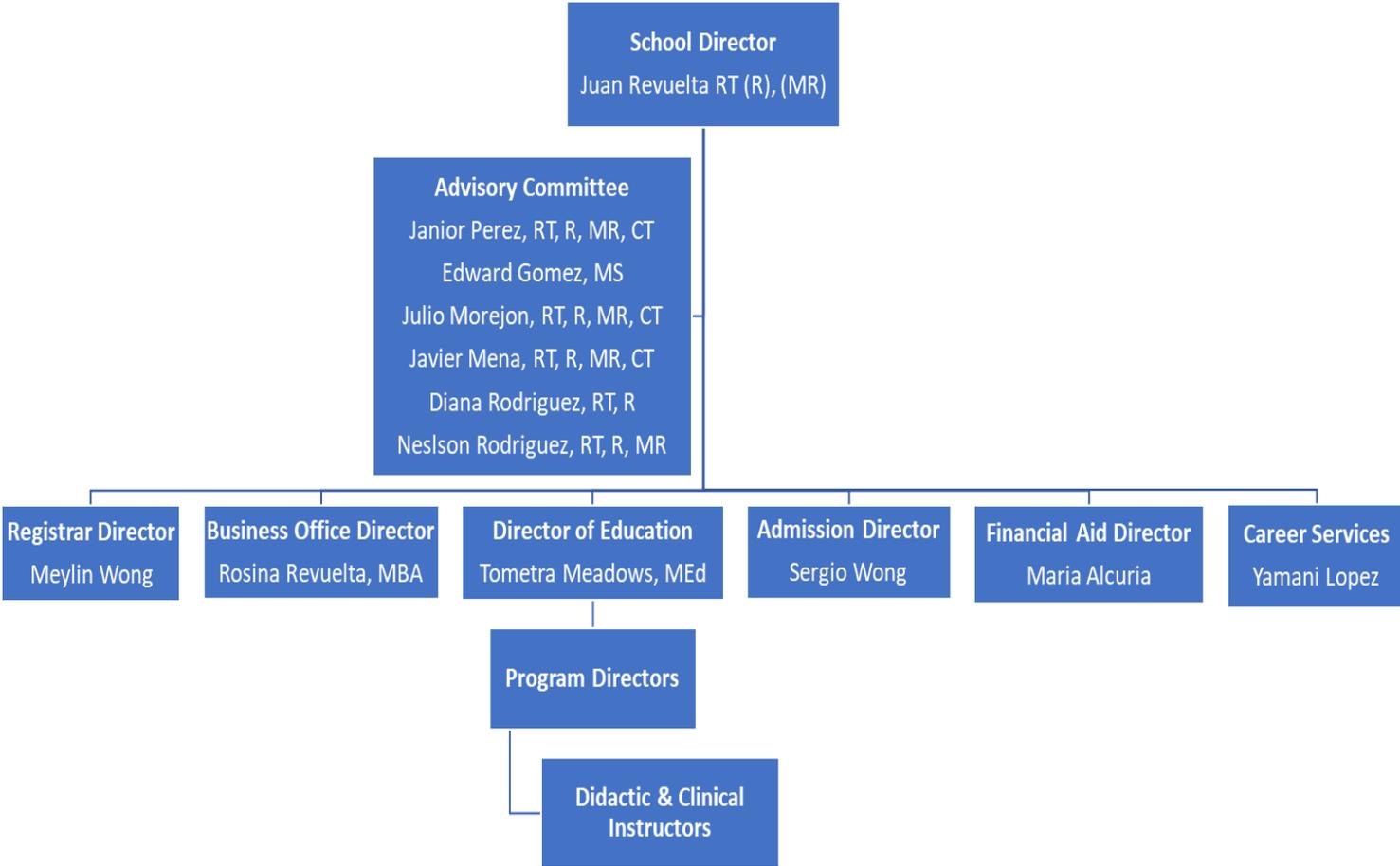
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Institutional Administrative Staff

School Director	Juan Revuelta, RT, (R), (MR) PARCA
Director of Education	Tometra Meadows, MS, BA, RT, (R), ARRT
Business Office Director	Rosina Revuelta, MBA
Financial Aid Director	Maria Alcuria
Registrar Director	Meyling Wong
Admissions Director	Sergio Wong
Career Services/Admin Assistant	Yamani Lopez
Advisory Committee Board	Edward Gomez, M.S.C Janior Perez, RT, (R)(MR) Javier Mena, RT, (R), (MR), (CT) Julio Morejon, RT, (R), (MR), (CT) Diana Rodriguez RT, (R) Nelson Rodriguez RT, (R)
MRI Program Director	Juan Revuelta, RT, (R), (MR), ARRT, PARCA Radiographer, (Jackson School of Radiologic Science) Magnetic Resonance Imaging Technologist (ARRT)
Radiology Program Director	Tometra Meadows, MS, RT, (R), ARRT Master's in Science in Education (Nova Southeastern University) Radiographer, (Jackson School of Radiologic Sciences)
Clinical Coordinator	Jesus J Venereo, MD. Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)
Faculty	Juan Revuelta, RT, (R), (MR), ARRT, PARCA Radiographer, (Jackson School of Radiologic Science) Magnetic Resonance Imaging Technologist (ARRT) Tometra Meadows, MS, BA, RT, (R), ARRT Master's in Science in Education (Nova Southeastern University), Radiographer, (Jackson School of Radiologic Sciences) Jobeth Eson, MS, BA. Certified in English Education Master's in Science in Reading Education (Nova Southeastern University) Marlen Jovert MS, BA, Educator Preparation Institute, Math Professional Certification Master's Science Math Education (Nova Southeastern University) Meyling Wong BS, AA Bachelor in Science in Psychology (Florida National University) Michel Fuentes, RT, (R), (MR), (CT) Bachelor in Health Services Administration (Barry University) Radiographer (Florida National University) Jesus J Venereo, MD. Doctor in Medicine (Bachelor), (ISCM Havana, Cuba)

Organizational Cart



Institutional Vision and Mission Statements

Institutional Mission Statement

It is the mission of Med Academy to provide quality education and training to a diverse student population interested in professional careers in the medical field. Our programs are enriched by our strong network of partnerships with community hospitals, clinics, diagnostic centers, and various industry leaders in the medical industry. The faculty and staff at Med Academy are committed to providing superior service and an exceptional learning environment where graduates can earn diplomas or associate degrees in their chosen field of study.

Institutional Vision

Med Academy is a leader in providing health education courses that encourage highly effective and ethical professionals to make positive contributions to medical communities of interest while promoting public health of the populations that we serve.

Goals & Objectives

Med Academy recognizes its commitment to its student body, faculty, and staff to provide a nurturing environment that emphasizes quality, adaptability, accessibility, and diversity.

To achieve this goal and meet the needs of our communities of interest, our institutional goals are as follows:

- Recruitment of individuals who prove to be qualified to train as health care professionals;
- Provide an educational setting that promotes student cognitive, psychomotor, and affective skills;
- Develop students' knowledge in patient care;
- Encourage student professional attributes such as compassion, empathy, and dependability about patient care;
- Develop students' competence in the diverse nature of patient care when dealing with cross-cultural populations with an emphasis on ethics and medical legalities;
- Encourage students to seek continuous education beyond our programs;
- Uphold ethical standards of the profession as stated by the Medical Professional Code of Ethics;
- Prepare students to take certification and licensure examinations, when applicable successfully;
- Encourage participation in outreach programs related to health and wellness activities, inclusive of all community members.

Core Values

Community

We promote partnerships that develop solutions to community challenges, which are imperative to economic strength and quality of life.

Excellence

We strive for quality in instruction and service by upholding high academic and professional standards, providing a quality educational environment, and continuously seeking improvement in all aspects of our work.

Innovation

We pursue excellence in teaching and knowledge through reinforcement and support of originality, resourcefulness, uniqueness, and visionary leadership.

Integrity

We strive to establish high standards of ethical behavior and to revel in honesty, sincerity, and trust as the basis for our associations.

Respect

We recognize and value the exclusivity, diversity, and autonomy of every individual.

Hours of Operation

Available to the students Monday through Friday

- School Hours: 9:00 am to 10:00 pm
- Media Services Hours: 9:00 am to 05:00 pm
- Admission Office Hours: 9:00 am to 05:00 pm (Monday, Wednesday, Friday)
9:00 am to 7:00 pm (Tuesdays & Thursdays)
- Financial Services Hours: 9:00 am to 05:00 pm
- Clinical coordinator: by appointment only
- Didactic Instructors: by appointment only

Didactic classes are scheduled Monday to Friday from 9:00 am to 1:00 pm (morning session) and 6:00 pm to 10:00 pm (evening session).

As agreed by the student, clinical site, and school officials, the clinical training schedule is flexible. Full-time students must complete 16 hours per week, and part-time students must complete 8 hours per week.

School Calendar

2020	Winter Term
January 6, 2020	Quarter Begins
January 20, 2020	Martin Luther King Holiday – No Classes/Clinical Scheduled
March 23 - 27, 2020	Spring Break – No Classes/Clinicals Scheduled
March 30, 2020	Quarter Ends

2020	Spring Term
April 6, 2020	Quarter Begins
May 25, 2020	Memorial Day – No Classes/Clinical Scheduled
June 22 - 26, 2020	Summer Break – No Classes/Clinicals Scheduled
July 3, 2020	Quarter Ends

2020	Summer Term
July 6, 2020	Quarter Begins
September 7, 2020	Labor Day – No Classes/Clinical Scheduled
September 25, 2020	Quarter Ends

2020	Fall Term
September 28, 2020	Quarter Begins
November 11, 2020	Veterans Day – No Classes/Clinical Scheduled
November 26, 2020	Thanksgiving Day – No Classes/Clinicals Scheduled
November 27, 2020	Day After Thanksgiving – No Classes/Clinical Scheduled
December 18, 2020	Quarter Ends
Dec. 21-Jan.1, 2020	Winter Break – No Classes/Clinicals Scheduled

SECTION 1: ATTENDANCE POLICIES AND PROCEDURES

Section: Attendance	Policy: Absence
Policy#: 1.1	

Policy:

All administrative employees must notify the school in the case of absence. Administrative staff must notify the School Director at their earliest convenience.

Faculty who will be absent from class should notify Program Director at least two hours before the start of class. Only the Program Director is authorized to hire substitute faculty. Instructors should not decide for their substitutes without consulting the program director, leave classrooms or laboratories unattended, or agree to pay reserves personally. Instructors should **not** cancel classes without consulting the Program Director.

After an absence, a faculty member needs to complete an absence affidavit form indicating the absence's date(s) and nature. When possible, requests for personal necessity leave should be submitted five days before the absence. Family vacations and other activities that could be scheduled during non-teaching days are generally inappropriate reasons for missing class.

Section: Attendance	Policy: Notification in Case of Absence
Policy#: 1.2	

Policy:

If an administrative employee is to be absent, please contact the school director at the earliest convenience. The School director can be reached as follows:

School Director

Juan Revuelta
Ph #: (786) 792-3350
Cell: (786) 271-0987
E-mail: jrevuelta@medacademy.edu

If an instructor is to be absent, please contact your program director during business hours. The program director will inform your students. Your program director can be reached as follows:

MRI Program Director

Juan Revuelta
Ph #: (786) 792-3350
Cell: (786) 271-0987
E-mail: jrevuelta@medacademy.edu

Radiology Program Director

Tometra Meadows
Ph #: (786) 792-3350
Cell: (954) 849-9548
E-mail: tmeadows@medacademy.edu

Section: Attendance	Policy: Time Off and Holidays Policy
Policy#: 1.3	

Policy

This policy applies to all full-time and part-time (24 hours or more) employees. No contracted employees are eligible for these benefits.

Personal Days

1. All Med Academy employees are eligible for Eighty (80) paid hours-off per year.
2. Planned time off must be requested by completing the "Time Off Request form" this form must be submitted to School Director with at least four (4) weeks' notice.
3. School Director will approve or deny the requested time off within forty-eight (48) hours.
5. Additional time off (after the 80 hours) can be requested following the same steps. If granted, the employee will not receive salary compensation for it.
6. No time off will be approved on the week before or the week after the end/beginning of an academic period (quarter), except for the spring and winter break.
7. A maximum of two (2) staff members can take time off at the same time.
8. If several staff members request time off before the four (4) weeks' notice, they will be granted based on seniority.
9. If several staff members request time off within the four (4) weeks' notice, vacation will be granted based on a first-come, first-serve.
10. New hires will receive a prorated time off after the three months' probation period.
11. The salary compensation for part-time employees will be based on daily average work hours.
12. All vacation and personal days must be taken within the calendar year (January 1 to December 31).
13. Employees who do not take time off within the academic year, will lose it.

Holidays

Med Academy compensates for five (5) national Holidays. Employees will receive full salary compensation for these days if they fall during the week (Monday through Friday).

New Year's Day
 Fourth of July
 Thanksgiving and Friday after
 Christmas Day

Section 2: GENERAL POLICIES & PROCEDURES

Section: General	Policy: New Faculty/Employee Orientation
Policy#: 2.1	

Policy:

This program assists newly hired contract faculty and administrative employees in learning the organizational structure, policies, procedures, and various departmental functions, including the discussion of practical presentation skills. The Program includes one full day of school orientation and additional workshops.

New instructors will be paired with an instructor for observation for 12 hours before they are assigned a course. New instructors are also trained in the school management system (Populi) used for instructions.

Section: General	Policy: Instruction Evaluations
Policy#: 2.2	

Policy:

The purpose of the evaluation is to provide a program for continuous improvement for academic faculty members. Processes and procedures are standard throughout the school. Questions regarding the function should be directed to the program director.

Contract Part-Time Faculty - Every part-time faculty member shall be evaluated during the first term of hire, once each year after that.

Contract Full-time Faculty Evaluations - Every contract faculty member shall be evaluated formally during the first semester of employment and then once per year after that.

Section: General	Policy: Professional Growth & Continuing Education Requirements
Policy#: 2.3	

Policy:

The school encourages faculty and employees to continue their professional preparation through academic, scholarly, and professional endeavors beyond those skills, proficiencies, and attainments presented at the time of initial appointment to the school. At minimal, didactic instructors must maintain the certifications and/or licenses that would be required of them when practicing in their field of expertise. For example, MRI instructors must keep their MRI certification. Clinical Instructors must maintain their professional credentials and/or licenses as well as BLS CPR certification.

Section: General	Policy: Class Size and Cancellations
Policy#: 2.4	

Policy:

Class sizes vary based on the subject area and available facilities. In keeping with this policy, classes may be canceled if there is not sufficient enrollment.

The Administration Office establishes class size or capacity. This manages enrollment and is generally based on subject-area standards or classroom capacities. For safety reasons, class size may not exceed the room's seating capacity nor violate fire-code regulations.

Section: General	Policy: Collection of Monies
Policy#: 2.5	

Policy:

Instructors are not to collect money in classes or on other occasions. All tuition and additional related school fees will be paid by the student directly to the Business Office.

Section: General	Policy: Controversial Issues
Policy#: 2.6	

Policy:

The study of controversial issues is to be objective and scholarly. Instructors should approach controversial issues in the classroom in an impartial and unprejudiced manner.

Section: General	Policy: Copyrights
Policy#: 2.7	

Policy:

Faculty need to know and observe copyright laws. In general, the commercial copying of excerpts of various materials and their compilation into "textbooks" or "anthologies" without proper permission violates the Copyright Law, Title 17, of the United States Code.

Section: General	Policy: Advertising and Fund Raising
Policy#: 2.8	

Policy:

All advertising and fund-raising efforts on campus must receive approval in advance from the School Director. Instructors and administrative employees may *not*, under any circumstances, sell anything to students or suggest that they purchase products or services marketed or represented by the instructor.

Section: General	Policy: Errands
Policy#: 2.9	

Policy:

Students may be sent on errands within the school premises when such errands pertain to the school's business. Students shall not be sent on off-campus errands. This does not apply in the case of student assistants employed by the school.

Section: General	Policy: Field Trips
Policy#: 2.10	

Policy:

Field trips or changes of meeting place for any class session must be reported to the program director before the class session's date. Students must be notified in advance. Alternative activities may be assigned for students who are unable to attend scheduled field trips.

Students may not receive credit for field trips or volunteer participation in workshops or seminars where a fee is charged. They may not attend a conference where a fee is charged as a part of a class.

Section: General	Policy: Messages for Instructors
Policy#: 2.11	

Policy:

Faculty should include directions in their syllabus for leaving a message and are encouraged to take advantage of the Voice Mail system available to all full- and part-time instructors.

Section: General	Policy: Employee Grievances
Policy#: 2.12	

Policy:

For concerns related to academic issues that do not involve working conditions, faculty should contact the Program Director.

For concerns not related to academic issues the employees are encouraged to attempt to resolve complaints informally or to seek the assistance of the Program Director (faculty) or Department Director (Administrative employees) to facilitate informal resolution. While it is hoped that most employee grievances can be resolved on an informal level through discussion, employees need to be aware that there are established grievance procedures.

1. If grievances are not resolved on an informal level, employee should submit a formal written grievance addressed to the School Director. From that point, the School Director has five (5) days to respond to the grievance.
2. If employee is not satisfied with the School Director response, employees should submit a formal written grievance addressed to the Institutional Advisory Committee. This letter can be given to the School Director. From that point, the School Director has thirty (30) days to schedule a meeting for the employee to meet with the Advisory Committee to discuss the grievance.
3. After the meeting, the Institutional Advisory Committee will have five (5) days to render a decision and contact the employee with that decision. Decisions of the Advisory Board are final.
- 4.

Section: General	Policy: Nondiscrimination
Policy#: 2.13	

Policy:

The school prohibits discrimination and/or harassment based on an actual, perceived, or association with others: disability, sex/gender, nationality, race or ethnicity, age, religion, sexual orientation, or marital status.

Section: General	Policy: Prohibited Instruction
Policy#: 2.14	

Policy:

The school prohibits instruction negatively on people because of race, sex, color, creed, or national origin or ancestry. Also prohibited are sectarian, partisan, or denominational publications or teaching; propaganda and solicitation of funds; and advocacy or teaching of communism with the intent to indoctrinate a preference for communism.

Section: General	Policy: Prohibition of Harassment and Retaliation
Policy#: 2.15	

Policy:

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by the school. The school is committed to providing an academic and work environment that respects individuals' and groups' dignity. The school shall be free of sexual harassment and all forms of sexual intimidation and exploitation; and free of other unlawful harassment, including that which is based on actual or perceived disability, sex/gender, nationality, race or ethnicity, religion, sexual orientation, age, or any characteristic. The school also strictly prohibits retaliation against any individual for filing a complaint, who refers a matter for investigation or complaint, who participates in an investigation, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of unlawful discrimination or harassment.

Section: General	Policy: Supervision of Students
Policy#: 2.16	

Policy:

A school's faculty member must always supervise students in classrooms, laboratories, extracurricular, co-curricular activities, clinical training, or any school event. Do not leave the room without dismissing students or taking a formal break.

Section: General	Policy: Student Information (Confidentiality)
Policy#: 2.17	

Policy:

Names, addresses, Social Security Numbers, and phone numbers of students are not public information. To distribute these without the student's written permission is a violation of school policy and federal law (FERPA). Additionally, information regarding a student's attendance, performance, grades, and the like is confidential should not be discussed with parents, husbands/wives, or friends without the student's specific permission. Also, enrollment, attendance, grades, and other academic information are likewise confidential and may be released only with written student consent. If the student's information has been released due to instructor negligence, appropriate disciplinary actions will be taken. These actions could include written warning, written reprimand included in the employment record, suspension, or dismissal. This will be reviewed on a case-by-case basis. A decision will be made based on the severity and frequency of the occurrence.

However, if a student is a minor child attending classes, progress may be discussed with parents or guardians.

[FERPA – Family Education Rights and Privacy Act of 1974](#) "addresses the concerns of student record administration and requires you to be cognizant of how you communicate with students and other education officials....be vigilant and protective of student information that has been entrusted to you." Please be sure you comply with FERPA:

- Don't pass around lab attendance sheets with social security numbers with names for all the class to see.
- Don't post grades in hallways or public places with student names and social security numbers – even partial number identification can be a breach of privacy.
- Don't post student information to class websites without password protection. If in doubt, check with your department.
- Avoid leaving student records out on desks or lecterns for public view.

Section: General	Policy: Tutoring for Compensation
Policy#: 2.18	

Policy:

During the school year, no faculty member may instruct (teach, tutor, counsel, or coach) for compensation any student who is at the same time a student in his/her classes or who is making up a deficiency arising from having formerly been a student in his/her classes. This will be grounds for immediate dismissal of the instructor.

Section: General	Policy: Salary Information and Payroll Dates
Policy#: 2.19	

Policy:

All instructors are paid hired on a contract basis. Payment will be rendered based on the agreed-upon contracted services. Faculty members are notified at the time of hiring and after their position on the salary schedule each year. Renegotiations of the contract will be done every year.

Full-time Faculty - Contract faculty are paid for teaching a full-time load, as specified in the contract. Additionally, they may teach extra or "overload" classes with compensation on a pay-per-course basis. Contract and regular faculty will be paid on a biweekly basis.

Payroll Information and Dates - Depending on Payroll's arrangements, payments may be picked up at the Director's office.

Section: General	Policy: Supplies
Policy#: 2.20	

Policy:

Erasable markers, erasers, a laptop, and a PowerPoint projector should be in each classroom. When supplies run low, notify the program director.

Section: General	Policy: Textbooks
Policy#: 2.21	

Policy:

Instructor Copies – School will provide the instructor with the required textbook, teacher's manual, and/or supplementary materials listed in the syllabus.

Supplemental Texts - If an instructor desires supplementary texts or other materials (which are not required texts), they may request this text along with a written rationale from the program director.

Section: General	Policy: Hours of Class & Breaks
Policy#: 2.22	

Policy:

Classes are scheduled in four-hour blocks. Day classes are scheduled from 8:00am-12:00pm. Evening classes are scheduled from 6:00 pm – 10:00 pm. Instructors are required to sign-in at least 20 minutes before the beginning of class. Students must be allowed a 10-minute break for every 50 minutes of class. Students may be dismissed 10 minutes before the end of the scheduled class period to accommodate the last break. Day classes may be dismissed at 11:50 am, and evening classes may be dismissed at 9:50 pm.

Under no circumstances should break-time be consolidated, and the class dismissed early. Instructors may not adjust the class meeting times or final exam time without specific approval from the appropriate department chair and the campus Dean of Instruction.

Section: General	Policy: Substitute Teachers
Policy#: 2.23	

Policy:

Only the program director is authorized to hire substitute faculty. Instructors should not decide for their substitutes without consulting the program director, leave classrooms or laboratories unattended, or agree to pay reserves personally.

Section: General	Policy: Changes in Assignments, Locations, and Meetings
Policy#: 2.24	

Policy:

All changes in assignments, locations, and class meeting times are handled through the program director. Faculty will be advised of any program director's changes in an appropriate amount of time for preparations to be made by both the teacher and the instructor.

Section: General	Policy: Counseling
Policy#: 2.25	

Policy:

An essential professional responsibility involves guiding students toward academic success. Academic counseling is a part of this process. Students will be counseled midterm and at the end of every course. Counseling documentation is required using the school's Academic Counseling Forms. This form must be signed and dated by the instructor performing the counseling and the student. Students should be given a copy of the counseling form. The original must be placed in the student's academic file.

Section: General	Policy: Incident Reporting
Policy#: 2.26	

Policy:

All incidents require an incident report to be completed by a staff member. The incident report should include the date, time, location, and brief description of the incident. This report should be provided immediately (at least within 24 hours) of the incident. Students should report any issues concerning a physical injury, equipment failure, safety issues, threat of harm, or environmental concerns to their instructor or available staff member. The staff member is required to complete an incident report. If the incident warrants immediate attention, the staff member should contact a senior school official (school director, academic dean, or business officer) who will determine how to address the issue immediately. An incident report is written by the person reporting the initial incident.

If the incident is an obvious emergency, the appropriate emergency agency should be contacted by dialing 911 (i.e., fire, paramedics, police). Ideally, this call should be placed by the senior school official on campus, but if not readily available, this call should be placed by any staff member so that the agencies can arrive as expeditiously as possible. An incident report should be generated in this case, as well.

SECTION 3: ACADEMIC POLICIES AND PROCEDURES

Section: Academic	Policy: Curricula Development
Policy#: 3.1	

Policy:

Faculty members must be actively involved in the development and continual reassessment of all program curricula.

Section: Academic	Policy: Changes to Course Outlines
Policy#: 3.2	

Policy:

If an instructor feels a course outline requires change(s), they should discuss this need with the program director. Changes can be made to the course outlines, but such changes must follow the approved curriculum.

Section: Academic	Policy: Course Outlines
Policy#: 3.3	

Policy:

The school's course has an official course outline on file in the program director's office. This has been developed in the instructional area, approved by the Advisory Committee.

An official course outline will be provided to you by the program director. This outline includes all the required information that must be covered in the course. Instructors may not delete any information from this outline. The program director must approve any additions that are made to the outline. The additional content must not extend the course time.

Course outlines assure consistency of one instructor and another and one semester and another. Furthermore, they are the basis for determining transferability between Med Academy and other colleges and technical schools. As such, they must be adhered to by every faculty member. An instructor formally agrees to teach following the course outline when he/she accepts a teaching assignment.

Faculty should obtain a copy of the official course outline for each assigned course and use it as the basis for the class and the syllabus.

Section: Academic	Policy: Course Syllabus
Policy#: 3.4	

Policy:

Instructors are required to prepare and distribute to their students at the first class meeting detailing course information and policies. This syllabus provides students with information about course expectations and protects faculty from unwarranted grievances from students. Students have a right to know how they may complete the class, and if they perceive any injustice has taken place, they may file an academic appeal. When changes occur during a term, revisions to the syllabus should be noted. If an instructor says, "I told them..." this may or may not be considered sufficient in a grievance. However, written guidelines leave little room for argument and become the instructor's contract with the student.

All syllabi should be delivered on hardcopy to the Program Director and available on file in the school office one week before starting a new term. The Program Director must approve all syllabi.

For syllabi to remain consistent, the following content must be included in all syllabi:

Section: Academic	Policy: Syllabus Content
Policy#: 3.5	

Policy:

General Information

1. Instructor's name and preferred title (Dr., Professor, Mrs., etc.)
2. Campus or other phone numbers, including voice mail and e-mail where students can contact or leave a message for the instructor
3. Name of the course and section number.
4. Intended Student Learning Outcomes (these must be consistent with the Course Outline of Record).

Identification of Reading Materials

1. Title of the required text(s) and supplementary materials
2. Other required reading materials (if any)
3. Suggested additional readings (if any)

Course Requirements

1. Topical outline of class discussions or lectures and the dates that material will be covered. Please include that these dates may be subject to change.
2. Assignments and their due dates
3. Final exam date and time include a statement that finals are mandatory.
4. Identification of dates the class will not meet

5. Basic overview and learning outcomes
6. Criteria/expectations for term papers, projects, or other special assignments
7. Special instructions/requirements relating to laboratories (as applicable).

Instructor Policies

1. Grading policy: A clear statement of the criteria by which grades will be assigned and the relative weight given to each of the grading criteria.
2. Attendance and tardy policy following the school’s handbook.
3. A statement that all assignments and exams must be submitted to complete the course successfully.
4. Make-up exam policy (if any)
5. Extra-credit policy (if any)
6. Policy on cheating/plagiarism
7. Drop policy. Some instructors state that if a student finds it necessary to drop a class, it is the student's responsibility to officially drop the class by submitting a written request to the Program Director.

NOTE: Changes to the syllabus must be communicated to students.

Section: Academic	Policy: Student Attendance
Policy#: 3.6	

Policy:

All students are expected to attend every session of every course in which they are enrolled. Failure to do so may indicate a lack of serious purpose.

A student may be dropped from a course up to 75% of the class meetings for excessive absences (including tardiness), regardless of cause, if the number of absences or tardies harms the course. Religious observations, however, are excused; the student should inform instructors before such an absence. Work missed for unavoidable cause may be made up with the instructor's approval. Under no circumstances will absences excuse the student from completing all the work assigned in each course. After an absence, it is the student's responsibility to check with the instructor about completing missed assignments.

Section: Academic	Policy: Recording Attendance
Policy#: 3.7	

Policy:

The instructor must take attendance at every class meeting. Students are not allowed to miss more than 20% of class meetings. Doing so will cause the student to be dropped immediately from the class unless extenuating circumstances exist, and the Program Director has approved the absences. It is the policy of Med Academy that each instructor attempts to call the student on the day of absence. The Program Director should be given a weekly attendance update and any

attempts to reach those absent from class. The Program Director will make the final decision to drop a student from a course.

Section: Academic	Policy: Attendance Rosters
Policy#: 3.8	

Policy:

Weekly attendance rosters should be obtained from the Program Director at the beginning of every week. This roster will reflect any changes that have been made to the students enrolled in the class.

Section: Academic	Policy: Reinstatement of Student
Policy#: 3.9	

Policy:

Students, who have been dropped from a course, either voluntarily or involuntarily, must re-enroll in that course. The terms for re-admittance to this course will be determined by the student's academic progress and the terms in which the student dropped the class. The student must meet with the Program Director before registration for the course being offered.

Section: Academic	Policy: Grading Scale and GPA
Policy#: 3.10	

Policy

Med Academy utilizes the following scale for all didactic courses and clinical competencies throughout all programs offered:

Score / Final Average:	Letter Grade:
94% - 100%	A
85% - 93%	B
75% - 84%	C
Below 75%	F
Incomplete	I
Withdraw	W

The grade "A" is reserved for excellence. The "good" student who is doing better than average work is a "B" student. Average students receive a "C" and "F" reflects a failing grade.

The "W" is assigned to a student who drops a course or who was dropped for academic, attendance or clinical reasons.

The "I" is assigned when students have not completed assignments but have decided to do so with the instructor's Program Director. An "I" must be replaced by a letter grade A-F within 2-weeks of term completion. The "I" grade is given only in cases in which a student is doing passing work but cannot complete the requirements for the course due to an emergency in the last

few weeks of school. It may be necessary for the instructor to indicate to the Program Director the nature of the student emergency, which prompted the incomplete grade. The instructor has the responsibility to communicate the grade to the Program Director within 2-weeks of the course's end. The “W” is for students the withdraw from the class.

The grade point average (**GPA**) is a standard way of measuring academic achievement. The GPA is calculated by dividing the total amount of grade points earned by the total amount of credit hours attempted. The grade point average may range from 0.0 to 4.0.

Students not achieving a minimum passing score of 75% will receive a failing grade of "F " on their transcripts. Students will be given one opportunity to retake a course that they fail. If they fail the same course on the second attempt, they will be dismissed from the Program.

Note that repeat of courses could affect financial aid funding and or eligibility. In some cases, students may be required to pay for courses that they are required to repeat.

Repeating courses could extend the anticipated graduation date. Students cannot exceed the length of the program enrollment of 150%.

Section: Academic	Policy: Turning in Grades
Policy#: 3.12	

Policy:

Final grades must be given to the Program Director within one week of the end of class. Appropriate due dates will be posted. The Program Director must approve the extension of this date.

Section: Academic	Policy: Grades Changes
Policy#: 3.13	

Policy:

In any course for which grades are awarded, the course's instructor shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency. Procedures for the correction of grades given in error shall exclude expunging the incorrect grade from the record.

Students must petition a grade change through the school Due Process.

Section: Academic	Policy: Instructional Media Center Services
Policy#: 3.14	

Policy:

A variety of audio-visual equipment is available to faculty members to enhance the instructional process. LCD projectors, overhead projectors, recorders, TVs, VCRs, and DVD players are available upon request. Faculty must place a written request to the Program Director at least one day before the service is required.

Med Academy is committed to providing students from diverse backgrounds, high-quality education opportunities consistent with its role and mission. Academics policies and procedures adhere to established best practices, including those outlined by the Council on Occupational Education (COE). Following these best practices, Med Academy will employ appropriate learning technologies and delivery formats to offer various courses and programs.

Purpose

The purpose of this policy is to describe the process whereby Med Academy conducts Distance Education.

Verification of the identity of students in distance or education.

The school needs to establish and periodically review a process to determine that a student registered for an online course is the same student that participates in, completes and receives credit for the course. Students seeking registration in online courses will be required to provide appropriate identification to establish their identity.

Process

All credit-bearing courses and programs offered through distance education methods must verify that the student who registers for a distance education course or Program is the same student who participates in and completes the course or Program and receives academic credit.

1. Students will be assigned an individual secure login and password issued by the school.
2. The school will conduct random verifications to students while they are in the process of completing online activities, assignments, exams.
3. All midterm and final exams will be proctored for all online courses and blended courses when the instructors administer the midterm and final exams online. The proctor ensures the security and integrity of the exam process.

Privacy

All methods of verifying student identity in distance education must protect the privacy of student information. Suppose any fees associated with the verification of student identity will be charged to students. In that case, they will be so indicated in the school catalog, in the semester course offerings booklet.

Secure Login and Password: Each Med Academy student is assigned a unique username and password to log into the school's learning management system (currently Populi). Students are responsible for providing their complete and identity information in any identification verification process.

Responsibilities: All users of the school's learning management system are responsible for maintaining the security of usernames, passwords, and other access credentials as required. An account is given to an individual for the exclusive use by that individual. Attempting to discover another user's password or attempts to gain unauthorized access to another person's files or mail

is prohibited. It is against school policy for a user to give someone their password or allow others to use their account. Users are responsible for all activity on their accounts.

Faculty

Through distance education methods, faculty teaching courses hold primary responsibility for ensuring that students comply with the school's identity verification policy. As technology and personal accountability are not absolute in determining a student's identity, faculty members are encouraged to design courses that use assignments and evaluations that support academic integrity.

The Education Director is responsible for ensuring compliance with this policy and that program directors and Program coordinators are informed of any changes in the policy in a timely fashion.

Enforcement

Failure of faculty and employees to comply with this agreement/policy will be addressed through the school's Corrective Action process, as noted in the school's employee handbook. If warranted, an employee's failure to comply will result in disciplinary action up to and including termination of employment. Failure to comply may also violate civil/criminal law and may cause the employee to be subject to applicable penalties.

Faculty Response to Students

Faculty must answer to students within the timeline established by the school. The maximum time frame established by the school for faculty to respond to a student is 24 hours. The responses can be synchronously or asynchronously.

Faculty Training

All faculty members who use technology in distance education must complete a mandatory training section in the school's learning management system (Populi). The training will include the assignment of the unique username and password, a general overview of the system features, and hands-on training.

Definitions

Online Course: a course is online when 100% of the course is available via the school's Learning Management System. Some online courses may require proctored testing at approved testing sites and/or other course activities such as practicum experiences.

A traditional course is when instruction is delivered on-site with face-to-face interaction between the instructor and student. The traditional course may be web-enhanced.

Web-enhanced: a course is considered web-enhanced when classes meet face-to-face and utilize the school's Learning Management System to augment the course. Students may be asked to submit some assignments electronically.

A hybrid course is a regularly scheduled course that includes a combination of online and face to face meetings.

Proctored Exams: A proctored exam is when an approved individual monitors the student during the testing period. The proctor is used to verify the student's identity taking the exam and to ensure that specified testing procedures are followed.

Policy:

Med Academy is committed to providing students from diverse backgrounds, high-quality education opportunities consistent with its role and mission. Academics policies and procedures adhere to established best practices. Following these best practices, Med Academy will employ appropriate learning resources to ensure desired student learning and program objectives.

Purpose:

This policy aims to describe the process whereby Med Academy provides adequate learning resources to the instructor and students to achieve program goals.

Procedure:

Med Academy has developed plans to ensure the proper use, administration, maintenance, distribution, and support for the learning resources. Each plan includes inventory, responsible person, roles and responsibilities, orientation for users, annual budgetary support, emergency purchasing, and evaluation.

Plans are made available to instructors and administrators to ensure the proper use of the learning resources. Also, they are evaluated annually by staff and the advisory board for effectiveness.

There are three plans to support the learning resources:

1. Media Service Plan
2. Equipment Maintenance Plan
3. Instructional Supplies Plan

Learning resources are available to the students as need it. All resources will be listed in the class syllabus and distributed at the beginning of each course.

Appendices

Job Descriptions

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Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: School Director

GENERAL PURPOSE: The School Director is responsible for the administration of the daily activities required for function of the institution. Their primary role is to oversee and acts as the designee that establishes, implements, and monitors the function of faculty and staff that provide service to the student population, Advisory Board members, and other communities of interest. The School Director must ensure that the school is operating in such a manner that it upholds its mission and objectives.

ESSENTIAL DUTIES:

- Execute the operation of the school including, administrative duties, communicating with pertinent departments and/or administrators as it pertains to the functioning of the school.
- Communicate and organize administrative assignments.
- Review and revise policy and procedures according to educational accreditation agency standards specifically, Commission for Independent Education (CIE), Council on Occupational Education (COE) and United States Department of Education (USDOE).
- Monitor and maintain school budget.
- Ensure that the school follows current state and federal standards and guidelines.
- Perform candidate interviews for staff positions.
- Monitor and evaluate administrative staff.
- Assist with preparation of accreditation materials for program evaluation
- Develops annual goals for campus improvement.
- Develop Strategic plans
- Assists in the process of institutional audits (i.e. student files, employee files, evaluations)
- Performs observations and evaluations of faculty performance.
- Maintain relationships within the community by performing site visits to those facilities that serve populations for which Med Academy offers educational programs.
- Confers with faculty to gain insight on student behavioral disorders affecting the learning processes.
- Enforces classroom protocols, rules, and regulations; maintains classroom discipline utilizes effective classroom management techniques.
- Develops and implements record keeping procedures that ensure proper
- documentation of action plans for success per requirements of supervisor; keeps and
- reports data required by funding agencies, i.e., attendance, progress, and competency
- based data for each student.



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: **Business Office Director**

GENERAL PURPOSE: The Business Office Director is entrusted with the financial records, marketing plans, and operation of the front office. This includes the maintenance of confidential school records of students and finances in a manner consistent with administrative, ethical, legal and regulatory requirements.

SUPERVISION: The Business Office Director/Student Services Director reports directly to the School Director.

ESSENTIAL DUTIES:

Business Office:

- Assist with developing the annual budget and managing revenue and expenditure targets.
- Plans and prepares payroll under directive of school director.
- Responsible for collecting and processing student tuition and fees payments.
- Responsible for reviewing and approving all accounts payables.
- Directing the cash management function.
- Responsible for providing appropriate reports of the school's financial condition for use by the Director, review by the Advisory Board, and third-party auditors.
- Maintains student's financial records in an accurate and confidential manner.

Student Placement Services:

- Coordinates meetings with students about job placement needs and related placement necessities.
- Assist with the presentation of employability skills workshop
- Offer further assistance to students in creating a professional portfolio which includes a resume and cover letter (at minimum).
- Seek employers in the relative geographic region that are actively hiring in the diagnostic field.
- Act as a liaison between potential employers in the industry; maintain relationships with employers.
- Perform and document follow-up activities with students in term of job placement and job search activities.



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Director of Education

GENERAL PURPOSE: Under general supervision the Director of Education will perform a variety of routine duties. To coordinate and monitor imaging students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities as they are assigned to clinical sites to complete clinical practicum hours.

SUPERVISION: The Director of Education will report directly to the School Director.

ESSENTIAL DUTIES:

- Develops annual goals for program improvement, revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed. Promotes non-traditional student career choices.
- Coordinates with school director/program director with the scheduling of classes, faculty assignments, lesson plans, and syllabi revision.
- Maintain appropriate documentation of student participation and performance; clinical competencies, clinical evaluations, clinical instructor/site evaluation.
- Assists in the process of institutional audits (i.e. student files, employee files, evaluations)
- Performs observations and evaluations of faculty performance.
- Maintain relationships within the community by performing site visits to those facilities that serve populations for which Med Academy offers educational programs.
- Confers with faculty to gain insight on student behavioral disorders affecting the learning processes.
- Enforces classroom protocols, rules, and regulations; maintains classroom discipline utilizes effective classroom management techniques.
- Assists students to develop and implement effective study skills, practices, and techniques.
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.
- Develops and maintains the required data for accreditation of the MRI program.
- Ensures confidentiality of all program records and student information.



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Program Director

GENERAL PURPOSE: The Program Director is responsible for the administration of the daily activities required for function of the program. Their primary role is to oversee and acts as the designee that establishes, implements, and monitors the function of faculty and staff that provide service to the student program population, programmatic Advisory Board members, and other communities of interest. The Program Director must ensure that the program is operating in such a manner that it upholds its mission and objectives.

ESSENTIAL DUTIES:

- Execute the operation of the program including scheduling of classes and clinical, administrative duties, communicating with pertinent departments and/or administrators as it pertains to the functioning of the program.
- Communicate and organize instructor course assignments.
- Review and revise policy and procedures according to hospital and educational accreditation agency standards.
- Review and revise curriculum according to American Society of Radiology Technology (ASRT) standards.
- Counsel students as to progress in clinical and didactic performance.
- Monitor and maintain program budget.
- Ensure that the program follows current state and federal standards and guidelines.
- Responsible for the coordination of staff, student, and participating third parties as related to functions of educational and/or instructional accrediting standards.
- Perform candidate interviews for staff positions.
- Monitor and evaluate competency of students in clinical rotations.
- Maintain student academic progress records.
- Plan and implement didactic and clinical components of program studies.
- Create academic calendar of both didactic and clinical activities.
- Instruction of various courses in the program modality.
- Continuous development and revision of curriculum and lesson plans
- Counsel students on issues of academic progress and practical efforts
- Assist with preparation of accreditation materials for program evaluation
- Develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum

materials, as needed. Promotes non-traditional student career choices.

- Coordinates with director of Education with the scheduling of classes, faculty assignments, lesson plans, and syllabi revision.
- Maintain appropriate documentation of student participation and performance; clinical competencies, clinical evaluations, clinical instructor/site evaluation.
- Assists in the process of institutional audits (i.e. student files, employee files, evaluations)
- Performs observations and evaluations of faculty performance.
- Maintain relationships within the community by performing site visits to those facilities that serve populations for which Med Academy offers educational programs.
- Confers with faculty to gain insight on student behavioral disorders affecting the learning processes.
- Enforces classroom protocols, rules and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- Assists students to develop and implement effective study skills, practices and techniques.
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.
- Develops and maintains the required data for accreditation of the program.
- Ensures confidentiality of the program records and student information.
- Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.
- Instructs courses.
- Coordinate job placement for the program.

MINIMUM QUALIFICATIONS:

- A minimum of a Masters' degree. Master's in Education or Health Care Administration degree preferred
- Current Certification in an Allied Health Imaging Profession; Diagnostic Imaging certification in program modality preferred.
- 2 - years verified occupational experience in diagnostic imaging occupations; 2 years teaching experience preferred.
- Have at least 3 years' experience as an administrator of a vocational-adult training program.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- Possesses good organizational skills, knowledge of record keeping procedures,

including the ability to collect and organize data and information.

- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills.
- Ability to develop effective working relationships with supervisors, co-workers, parents and students and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Clinical Coordinator

GENERAL PURPOSE: Under general supervision the instructor will perform a variety of routine duties. To coordinate and monitor imaging students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities as they are assigned to clinical sites to complete clinical practicum hours. In addition, the Clinical Coordinator acts as a liaison between the clinical affiliates and the school.

SUPERVISION: The Clinical Coordinator will report directly to the Program Director.

ESSENTIAL DUTIES:

- Coordinate with the Program Director to determine clinical placement of students into a clinical site.
- Assists in the develops annual goals for program improvement; revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed. Promotes non-traditional student career choices.
- Actively seek and contract new clinical affiliations for student participation.
- Maintain appropriate documentation of student participation and performance; clinical competencies, clinical evaluations, clinical instructor/site evaluation.
- Instruct students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in hospitals or other health care related facilities.
- Assess student performance by performing clinical evaluation observations.
- Keeps records of daily attendance and student progress, reports to supervisor and the registration office per requirements.
- Confers with team leader, team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- Enforces classroom protocols, rules, and regulations; maintains classroom discipline; utilizes effective classroom management techniques.
- Assists students to develop and implement effective study skills, practices, and techniques.
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Develops and implements record keeping procedures that ensure proper

documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency based data for each student.

- Develops and maintains the required data for accreditation of the programs.
- Ensures confidentiality of all program records and student information.
- Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.

MINIMUM QUALIFICATIONS:

- Current Certification in an Allied Health Imaging Profession; RT certification preferred
- 2 years verified occupational experience as clinical coordinator; 2 years teaching experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills.
- Ability to develop effective working relationships with supervisors, co-workers, parents and students and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Didactic Instructor

GENERAL PURPOSE: Under general supervision the instructor will perform a variety of routine duties. To teach imaging sciences to students from different backgrounds, ethnicity, nationalities, gender, ages, religions, or disabilities in the classroom and in the lab using a variety of teaching methods such as lectures and demonstrations and using audiovisual and technological aids to supplement the presentations.

SUPERVISION: The didactic instructors will report directly to the Director of Academic Affairs.

ESSENTIAL DUTIES:

- Prepares performance-based objectives and outlines for course of study following curriculum guidelines and requirements of the school, State and Federal initiatives meets State and local academic and career tech performance measures and competencies.
- Develops annual goals for program improvement, revise and update program curriculum using performance based open entry/open exit individualized curriculum materials, as needed. Promotes non-traditional student career choices.
- Organizes program of practical and technical instruction, including demonstrations of skills required in the medical assistant profession, and lectures on theory, techniques, and terminology; prepares outline of instructional programs and studies and assembles materials to be presented; reviews with supervisor, as needed.
- Instructs students in subject areas, i.e., use, maintenance, and the safe operation of tools and equipment, codes or regulations related to the health medical assistant program.
- Instruct students in the importance of accuracy, neatness, efficiency, resourcefulness and good work habits in obtaining employment in hospitals or other health care related facilities.
- Initiates purchase requisitions for supplies, materials, and equipment following district and the Florida Department of Education procurement policies and procedures ensures preventive maintenance program for equipment is in place.
- Assigns lesson to students and corrects homework; administers tests to evaluate achievement of students in technical knowledge and practical skills; records results, and issues reports to students, school and to parents.
- Keeps records of daily attendance and student progress, reports to supervisor and the registration office per requirements.

- Confers with team leader, team members, i.e., enrichment instructor, counselor, job developer, etc. to obtain additional information and to gain insight on student behavioral disorders affecting the learning processes.
- Presents subject matter to students, utilizing a variety of methods and techniques, such as lectures, discussions, or demonstrations; ensures use of classroom time is organized and that instruction and clean-up can be accomplished within the allotted time.
- Assists students, individually or groups, with lesson assignments to present or reinforce learning concepts; responds to basic student questions and may initiate study groups in preparation for exams. Integrates technology throughout the curriculum.
- Enforces classroom protocols, rules, and regulations; maintains classroom discipline utilizes effective classroom management techniques.
- Maintains a clean and orderly classroom and lab area; ensures that waste and by products are disposed according to Occupational Safety and Health Administration (OSHA) and Environmental Protection Agency (EPA) standards and procedures.
- Assists students to develop and implement effective study skills, practices, and techniques.
- Assists students to develop and complete resumes, applications for employment, cover letters, etc.
- Develops and implements record keeping procedures that ensure proper documentation of action plans for success per requirements of supervisor; keeps and reports data required by funding agencies, i.e., attendance, progress, and competency-based data for each student.
- Develops and maintains the required data for accreditation of the MRI program.
- Ensures confidentiality of all program records and student information.
- Maintains relationship with the business community to ensure job training goals, objectives, and curriculum are aligned with current business standards and practices.
- Attends meetings and training per requirements of the supervisor; participates in faculty and professional meetings, educational conferences, and professional development workshops.

MINIMUM QUALIFICATIONS:

- Current Certification in an Allied Health Imaging Profession; MRI certification preferred
- 2 - years verified occupational experience in diagnostic imaging occupations; 2 years teaching experience preferred

KNOWLEDGE, SKILLS, AND ABILITIES:

- Working knowledge of instructional theory, basic education principles, practices and methodologies, the developmental process, competency-based curricula, and general classroom and lab practices.
- Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.

- Possesses effective written and verbal communication skills.
- Ability to develop effective working relationships with supervisors, co-workers, parents and students and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: **Financial Aid Director**

GENERAL PURPOSE: The Financial Aid Director will ensure compliance regarding all federal, state, and institutional student financial aid funds.

ESSENTIAL FUNCTIONS AND BASIC DUTIES

- Manage the Financial Aid Department.
- Process exit interviews and assist students with loan consolidation, as needed.
- Process Loan Certification, Origination and Requests.
- Student funding updates.
- Monitor the student financial assistance process to ensure that “Financial Aid Packages” are processed, and funds received.
- Responsible for ensuring that all Stafford/Plus/UNSUB and Sallie Mae ALT Loans are completed correctly and in a timely fashion
- Monitor the timeliness of all 1st, 2nd and 3rd Academic Year Loan activity.
- Process Pell Origination and Disbursement.
- Request grants, certify and process loans, review satisfactory academic progress, analyze Open Invoices, and request funds. Ensure that all funding disbursements are requested and received in an accurate and timely manner.
- Responsible for obtaining and processing student exit interviews and conducting student orientation.
- Assist in re-packing and processing continuing student financial aid.
- Establishes various reports and documents to provide current information.
- Ensures compliance with the overall operations of the student financial aid programs that provide financial aid assistance; oversees student financial aid activities.
- Designs, establishes, and maintains an organizational structure and staffing to effectively accomplish the institution’s goals and objectives; request personnel as needed by the department, trains, supervises, and evaluates unit staff.
- Enforces the policies and ensure compliance with state and federal regulations.
- Provides information and reports regarding financial aid compliance to administration, accrediting and funding agencies and the community.
- Develops customized Default Prevention Plans.
- Achieve measured default rates at a level no greater than the established goals.
- Conducts campus-based default prevention workshops and information seminars and trainings.

- Distributes default prevention materials (posters, brochures).
- Evaluates data based on borrower delinquency and pre-claim status
- Serve as point of contact for school and students' assessment on default prevention.
- Collect and analyze data on defaulted borrowers
- Review common characteristics of default borrowers.
- Perform student loan entrance and exit assessment.
- Advise students on importance of loan repayment.
- Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Attend Financial Aid seminars.
- Ability to supervise and train staff, including organizing, prioritizing, and scheduling work assignments.
- Ability to plan, develop, coordinate, and direct student financial assistance programs and initiatives.
- Ability to foster a cooperative work environment.
- Knowledge of principles, practices, methodology, and procedures for the provision of student financial aid.
- Employee development and performance management and communications skills.
- Knowledge of a broad range of relevant multi-user computer systems, applications, and/or equipment.
- Knowledge of federal and state laws, regulations, and policies pertaining to the provision of student financial aid.
- Knowledge of financial/business analysis techniques.

MINIMUM QUALIFICATIONS:

- Must satisfy minimum DOE requirements.
- 3 years' experience in a related area. Working knowledge of necessary financial aid software, report writing and internet research skills.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Career Services

GENERAL PURPOSE: The student service is responsible for maintaining various types of records pertaining to students including academic transcripts, all documents evidencing a student's eligibility for enrolled programs, any certificates or diplomas earned, copies of applications or contractual agreements, financial records, students counseling or advising records and records of progress, and job placement. This includes the maintenance of confidential school records in a manner consistent with administrative, ethical, legal and regulatory requirements.

SUPERVISION: The Student Services reports directly to the Director of Education.

ESSENTIAL DUTIES:

Student Placement Services:

- Coordinates meetings with students about job placement needs and related placement necessities.
- Assist with the presentation of employability skills workshop
- Offer further assistance to students in creating a professional portfolio which includes a resume and cover letter (at minimum).
- Seek employers in the relative geographic region that are actively hiring in the diagnostic field.
- Act as a liaison between potential employers in the industry; maintain relationships with employers.
- Perform and document follow-up activities with students in term of job placement and job search activities.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate's
- 2 - years in working in educational settings

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.

- Ability to establish and maintain appropriate levels of authority as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills.
- Ability to develop effective working relationships with supervisors, co-workers, parents and students and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: **Admission Director**

GENERAL PURPOSE: This position performs administrative work involving admissions, and student support. Person in charge will help new, prospective, and continuing students in all admissions, records, and registration functions. This includes the maintenance of confidential school records in a manner consistent with administrative, ethical, legal, and regulatory requirements.

SUPERVISION: The Admissions Director will report directly to the School Director.

ESSENTIAL DUTIES:

Admission:

- Assists students and public with basic interpretation and explanation of complex college policy, procedures, state rules and statutes
- Uses independent judgment to determine authenticity of documents provided
- Processes incoming and outgoing student academic transcripts, including imaging and filing; responds to student inquiries about transcripts accordingly
- Meets with students, customers, or co-workers referred who are experiencing problems or need to express complaints
- Troubleshoots and assists students with problems or questions about web registration, Populi website user, Internet resources for student information, printing of their schedules, and resolves admissions and registration issues for customers and other areas of the college
- Refers customers to supervisors, departments, and program areas
- Processes incoming admissions applications received either in person, by mail, or electronically
- Registers credit, and non-credit student
- Assists students, and parents of dependent students, with Florida residency information based on statute, determine initial residency determination and fields questions and clarification on these matters
- Processes student records through different media such as filing, data imaging, and microfilm access
- Assists with basic graduation functions

- Coordinates meetings with students about job placement needs and related placement necessities.
- Assist with the presentation of employability skills workshop
- Offer further assistance to students in creating a professional portfolio which includes a resume and cover letter (at minimum).
- Seek employers in the relative geographic region that are actively hiring in the diagnostic field.
- Act as a liaison between potential employers in the industry; maintain relationships with employers.
- Perform and document follow-up activities with students in term of job placement and job search activities.
- Performs other duties as assigned

MINIMUM QUALIFICATIONS:

- A minimum of an Associate's
- 2 - years working in educational settings

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- Ability to establish and maintain appropriate levels of authority; as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills.
Ability to develop effective working relationships with supervisors, co-workers, parents, students, and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
3418 West 84th Street, Suite 106 Hialeah, FL 33018

JOB DESCRIPTION

JOB TITLE: Registrar Director

GENERAL PURPOSE: Responsible for the management and supervision of the Registrar's office. Maintain records for all students, including program, schedules, class participation, grades, and graduation date. Maintain and update all computerized academic records. Create, maintain, and close files of current, withdrawn, graduate, and terminated students. Follow all Med Academy Policies, Procedures, Rules and Regulation and the Med Academy Code of Ethics. As well as, Title IX, Family Educational Rights and Privacy Act, as amended from time to time ("FERPA"), Florida Information Protection Act of 2014, as amended from time to time ("FIPA"), the EU General Data Protection Regulation as amended from time to time (GDPR) and all other applicable federal, state and local laws, rules, and regulations.

SUPERVISION: The Registrar Director will report directly to the School Director.

ESSENTIAL DUTIES:

Registrar:

- Processes incoming and outgoing student academic transcripts, including imaging and filing; responds to student inquiries about transcripts accordingly
- Meets with students, customers, or co-workers referred who are experiencing problems or need to express complaints
- Troubleshoots and assists students with problems or questions about web registration, Populi website user, Internet resources for student information, printing of their schedules, and resolves admissions and registration issues for customers and other areas of the college
- Refers customers to supervisors, departments, and program areas
- Reads, understands, and complies with the Med Academy's mission, the catalog, the Med Academy's policies and procedures, the Staff Handbook and institutional effectiveness process.
- Responds to communications (e-mail/voicemail) daily.
- Completes the students' registration process.
- Supervises the administration of admission tests to new students.
- Advise students about class participation, course selection and graduation.
- Collaborates with the retention efforts.
- Maintains the student Academic file with the required documentation

- Enters, maintains, and backs-up computerized student records data.
- Every Term, posts and keeps updated the Campus Master Schedule in the computer management system.
- Schedules students based upon the classes assigned by the Division/Department Heads.
- Complies with the Add and Drop period policy.
- Maintains accurate Academic Status of all students every Term (Active, Leave of Absence, Drop, Probation, Future)
- Controls class participation for retention purposes
- Complies with the withdrawal Policy.
- Prepares students' graduation lists for each Term.
- Completes and updates In-School Deferment Request.
- Ensures that all presently enrolled students have correct graduation date and adjust as needed.
- Ensures that students' records are kept according to Med Academy's policies.
- Participates in the self-studies and committees conducted by Med Academy.
- Ensure they are complying Title IX of Education Amendments Act of 1972.
- Support and participate in Med Academy Graduation Ceremonies.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

- A minimum of an Associate's
- 2 - years working in educational settings

KNOWLEDGE, SKILLS, AND ABILITIES:

- Possesses good organizational skills, knowledge of record keeping procedures, including the ability to collect and organize data and information.
- Working knowledge of modern office practices and procedures, including applicable computer operations and software, i.e., Microsoft Office Suites, student record programs.
- Ability to establish and maintain appropriate levels of authority; as well as creating an atmosphere of support and confidence for students.
- Possesses effective written and verbal communication skills.
Ability to develop effective working relationships with supervisors, co-workers, parents, students, and the public.
- Ability to work independently and to manage work assignments in a highly interpersonal contact environment.
- Ability to deal effectively with stress caused by workload, deadlines, and situations as they occur.
- Must be tactful, have good interpersonal skills and sound judgment.

I have read, understand, and accept responsibility as outlined in this job description.

Employee's Signature

Signature Date

Print Name: _____



Med Academy
34 West 84th Street, Suite 104 Hialeah, FL 33018
Ph: (786) 271-0987

Employee Acknowledgement of Policy & Procedure Agreement

I, _____, have read and understand the policies and procedures as they are outlined in this employee manual. I understand that violation of these policies may result in:

- Verbal Warning & Counseling (usually with 1st occurrence)
- Written Warning & Counseling (usually with 2nd occurrence)
- Written Reprimand to Employee File (usually with 3rd occurrence)
- Suspension (usually with 4th occurrence)
- Dismissal

The disciplinary action taken will be decided upon by the School Director and/or Program Director. This action will depend on the severity of the violation and the number of its occurrences. Some violations will be cause for immediate dismissal.

School Director

Date

Employee

Date