NORTHEAST TEXAS COMMUNITY COLLEGE

JOB DESCRIPTION

Program Director for Emergency Medical Services

Department: Allied Health
FLSA Status: Exempt
Grade/Level: Admin/Prof III

Job Status: Full Time
Reports To: Dean of Allied Health

Work Schedule:
Monday - Thursday 8AM - 6PM
Friday 8AM - 12PM
Or as assigned by the supervisor

Amount of Travel Required: Travel required
Positions Supervised: Faculty
Contract Length: 12 months

PURPOSE: The Director is responsible for development and implementation of the Emergency Medical Services Program. This includes, but is not limited to, curriculum development, faculty recruitment, supervision and evaluation, clinical facility design and coordination, determining student admission, promotion and retention requirements, and preparation/administration of program budgets. The Director will also be responsible for assuring that the program meets Guidelines for Accreditation.

MAJOR RESPONSIBILITIES:

- Develop, evaluate and revise program curriculum that meets accreditation and Texas Higher Education Coordinating Board Standards.
- Recruit, assign, supervise, evaluate and retain full-time and part-time faculty.
- Initiate and provide departmental in-service and faculty development activities.
- Conduct regular staff meetings and assure that faculty is kept apprised of necessary information.
- Keep abreast of new instructional ideas, methods, materials and equipment and make them known to faculty.
- Plan, operate and assess program facilities.
- Prepare and administer program budgets.
- Prepare faculty assignments and student schedules for classroom, laboratory and clinical classes.
- Coordinate, evaluate and participate in determining admissions criteria and procedures.
- Determine and implement student promotion and retention criteria.
- Teach a variety of Emergency Medical Services courses in classroom, laboratory and clinical settings.
- Purchase and maintain necessary equipment, supplies and services for smooth operation of the laboratories, clinic and classes.
- Supervise the collection and disposal of bio-hazardous waste in accordance with State and Federal regulations.
- Work in coordination with other units on campus including, but not limited to, Learning Resource Center, Bookstore, Admissions office, Counseling Center, Financial Aid Office and Continuing Education.
- Plan and implement programs to meet the continuing education needs of area dental professionals.
- Develop and maintain relationships with area dentists, dental clinics, and other appropriate institutions that may provide facilities and supervision for off-campus clinical experiences for students. Develop and obtain approval of contracts as needed.
- Meet with the Emergency Medical Services Advisory Committee regularly which serves as a liaison between the Emergency Medical Services Department and the community.
- Present programs to community groups and high school students regarding the Emergency Medical Services program.
- Prepare and submit necessary reports and documents to Accrediting, Licensure and Governing bodies regarding the status of the program.
- Serve on college committees as assigned.
Maintain active membership in professional organization(s) at the national, state and local level.

**Competency Statement(s)**
- Achievement of Strategic Initiatives – Ability to link departmental work with the achievement of NTCC’s strategic initiatives
- Communication - Ability to communicate verbally and in writing clearly and concisely.
- Customer Service - Ability to take care of the customers’ needs while following company procedures.
- Ethics – Ability to be guided by NTCC’s accepted principles of ethical conduct.
- Initiative and Resourcefulness – Ability to act and takes steps to solve or settle an issue.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Judgment and Decision Making Ability – Ability to form sound opinions or make decisions by evaluating available information.
- Leadership – Ability to motivate and guide others to perform in accordance with clear expectations and goals.
- Planning and Organization of Work – Ability to plan, organize staff, direct and control work tasks to meet a specific goal.
- Reliability and Responsibility – Ability to be dependable and trustworthy.
- Skills and Technical Competence – Ability to relate to topics that require an understanding or specialized knowledge pertinent to job needs.
- Team Building – Ability to ensure that team members are invested in team activities and decisions, and that the team works together to achieve a goal.
- Work Under Pressure – Ability to maintain composure when exposed to stress in the workplace

**Supervisory Responsibilities**
Directly supervises 3 to 5 full and part-time employees in the area of Emergency Medical Services. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**QUALIFICATIONS:**

**Education:** Associate’s Degree in Emergency Medical Services or related field. Master’s degree preferred.

**Licenses/Certifications:** Must be licensed (or eligible for licensure) as an EMS Technician in Texas and familiar with Accreditation Guidelines.

**Experience:** Minimum three years of successful clinical experience as an EMS Technician and some teaching experience is required. Must demonstrate creativity and innovation in the field, service in the profession and/or the community.

**Skills and Abilities:**

Knowledge Required:
The Director for the Emergency Medical Services Program must be an excellent thinker, planner and organizer. Excellent written and verbal communication and interpersonal skills are essential. The Director must be able to communicate effectively both orally and in writing to faculty, staff, and a diversity of constituencies within and outside the College. Must act as a role model for students and the community through excellence in Emergency Medical Services practice. Must be student oriented and have an understanding of student learning styles. Must be knowledgeable in all aspects of Emergency Medical Services practice and instruction. The incumbent is expected to take the initiative to plan, implement, and
continuously improve Emergency Medical Services programs and services to support the mission and purposes of the College.

Skills Required:
Must have project management experience, extensive knowledge of adult education, proven leadership skills, and the ability to design and implement the program. Must demonstrate a collaborative leadership style.

Office skills, Work independently; organize work load; type 50 words per minute accurately; follow oral and written directions; exercise sound judgment; maintain office records; compose letters; learn college policies and procedures; work well under stress; operate basic office machines (copier, fax); comfortable with technology; adaptable to change; working knowledge word processing, spreadsheet, and database program (Microsoft Office applications strongly preferred); experience using Internet.

WORK ENVIRONMENT
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

Physical and Mental Requirements
Ability to maintain concentration level while dealing with interruptions. Attention to details, with emphasis on accuracy in data entry. Capable of giving, receiving, and analyzing information, formulating work plans, and articulating goals and action plans. Walking; good listening skills; frequent stressful conditions; standing; sitting for long periods of time; lack of mental impairment; frequent decision making ability.

This is an inside office position with potential safety/health hazard due to the clinical aspect of the position.

SIGNATURES:

Program Director for Emergency Medical Services __________________________ Date

Dean of Allied Health __________________________ Date

Executive Vice President for Instruction __________________________ Date

President __________________________ Date

Job Description developed: 2006
Reviewed: 2006
Preparer: Betty Brock, Jerry Henry