

Gadsden State Community College
Division of Health Sciences

Job Description

TITLE: Director/Instructor, Emergency Medical Services Program

SUMMARY: The Director/Instructor shall serve in a full-time position responsible for academic offerings as assigned by the Dean of Health Sciences. The Director shall serve as the person who supports the Dean of Health Sciences in the day-to-day operations and administrative activities of the Emergency Medical Services Program.

QUALIFICATIONS:

- B.S. or B.A. degree in health sciences field; Master's preferred.
- Twenty-seven (27) semester hours in EMS field required.
- Minimum of three (3) years of full-time experience as a practitioner in the EMS field within the last nine (9) years required.
- Successful completion of an accredited EMP-Paramedic Program and current licensure as a Paramedic in the State of Alabama required.
- Three (3) years of administrative/supervisory experience required.
- Current Emergency Vehicle Operations Course Instructor or equivalent.
- Current State of Alabama License as an EMT-Paramedic.
- Current Basic Life Support Instructor Certification or equivalent.
- Current Advanced Cardiac Life Support Instructor or equivalent.
- Current Basic Trauma Life Support Instructor or equivalent.
- Pediatric Advanced Life Support Instructor or equivalent.
- Certification as a Paramedic by the National Registry of EMT's.
- Current State of Alabama Drivers License.
- Possess a working knowledge of the EMS Program and the approved clinical sites to include their function and staffing.
- Possess the ability to exercise good judgment in making decisions in accordance with college policies and procedures.
- Possess competence in use of computer software programs such as word processing, spreadsheets and database applications.
- Possess excellent oral, written and interpersonal skills.
- Possess a commitment to the teaching-learning process of the community college and the open-door admission process.
- Be willing to travel to and attend meetings, workshops and conferences.
- Be willing to use personal vehicle for travel.

DUTIES AND RESPONSIBILITIES:

- Support the Dean of Health Sciences in the daily administrative, operations and coordination activities/task(s) of the Emergency Medical Services (EMS) Program.
- Assist the Dean of Health Sciences in planning, evaluation and implementation of academic, practical, and administrative matters for continuous quality improvements of the EMS Program.
- Assist the Dean of Health Sciences (HSC) in the preparation of course offerings for the EMS Program through college initiatives.
- Assist the Dean of Health Sciences in capital equipment needs analysis based upon faculty input and program priority.
- Revise/update the program website annually.

- Assist the Dean of Health Sciences in planning, developing and implementing the budget for the EMS Program.
- Serve on various committees, boards, and taskforces in support of the college's mission and its EMS program goals.
- Assume responsibility for faculty (full-time, part-time, and adjunct), including recruitment, recommendation, assignments, contracts, teaching aids, supervision, evaluation, and provision for orientation and professional development.
- Prepare class schedule each semester, coordinating with general education faculty, and coordinate equitable faculty schedules.
- Prepare reports as needed to adhere to the institutional accrediting agency requirements.
- Coordinate the self-study report for accrediting body.
- Collect data required by accrediting body.
- Participate in local, regional, state and national activities necessary to maintain awareness for current issues affecting the education of students and their practice.
- Plan and participate in program faculty meetings and coordinate program activities with college administration and other academic support areas.
- Plan, evaluate, and implement academic, practical, and administrative matters for continuous quality improvements.
- Instruct classes, labs and/or clinical sessions in Emergency Medical Services.
- Perform clinical orientations, schedules, rounds, and classes.
- Assist in the planning for instruction. Prepare course materials, objectives, syllabi, and curriculum design.
- Conduct all academic assignments to include clinical classes, orientations, scheduling, and rounds in accordance with college and program requirements.
- Meet with the classes as scheduled or for insuring class coverage in the event of an absence.
- Conduct instruction in a wide variety of settings and time frames to include: day, evening, and weekends at any instructional site.
- Conduct classes in accordance with the class syllabus and course objectives.
- Promote an environment conducive to learning.
- Administer written evaluations as scheduled and return them in a timely manner.
- Conduct counseling of the student any time the student scores below 75% on any examination, at mid-term and end-of-the-semester.
- Report to the Dean of Health Sciences on a regular basis student grades, strengths, weaknesses or any other matters related to the students.
- Insure that the classroom and lab facilities are maintained in a safe and orderly manner.
- Report any damaged or broken equipment or unsafe areas to the Dean of Health Sciences.
- Document student attendance, grades, counseling sessions and all final grade reporting.
- Audit student files.
- Serve as faculty advisor to an assigned group of students.
- Serve as the inventory control officer of the Emergency Medical Services (EMS) Program.
- Supervise the support activities of the Clerk related to the Emergency Medical Services (EMS) Program.
- Document student academic progress and practical skills completed and/or mastered.
- Other duties as assigned by the Dean of Health Sciences.
- Comply with all policies of the Alabama Community College System and the College.

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| Director/Instructor | Date |
| Emergency Medical Services (EMS) Program | |

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| Dean of Health Sciences | Date |
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Revised: Spring 2017